



Senior Policy Officer - Level 6 (00017661)

Group:	Building, Energy Safety and Service Delivery	Location:	Cannington
Division/Directorate:	Policy and Legislation	Supervises:	0
Branch:	Policy and Legislation Branch A	Reports to:	Principal Policy Officer
Section:	NA		

Operational Context

The Building and Energy Division has a strong focus on safety of the Western Australian community. The Division sets and monitors the technical standards for building and plumbing services, electricity and gas networks, and consumer installations and appliances. The Division also audits, inspects and investigates complaints and breaches of legislation. It also regulates and monitors the behaviour of those who are licensed and operate in these industries.

Role Overview

The Senior Policy Officer contributes to the development, preparation and implementation of new and amending legislation and building industry policies. The position also undertakes liaison with other government agencies and jurisdictions, industry bodies and consultants.

Building Leadership Impact as a Leader of Others

We believe that all our people are leaders and expect and encourage them to demonstrate leadership in their roles.

Leadership in this position is about delivering high-quality work as a specialist in their domain of expertise, balanced with a focus on training, motivating and enabling others.

Role Responsibilities

The following outlines the key responsibilities and duties related to this position:

- Undertake or initiate policy and research work related to the building industry, including:
 - the collection, collation and compilation of information;
 - critical analysis and dissemination of information; and
 - the development of new policy initiatives, legislation and regulations.
- Clarify and resolve complex problems through research, analysis and problem solving.
- Contribute to the policy and legislative development process, including preparing drafting instructions for new and amending legislation, and regulations.
- Lead and facilitate engagement with internal and external stakeholders in the development and implementation of new and amending legislation and/or policies.
- Use discretion and judgement in relation to policy formulation.
- Manage projects, work in teams and with consultants.
- Prepare briefing notes, Ministerial and Cabinet submissions, responses to Parliamentary questions, reports and correspondence on policy matters.
- Prepare legislation, regulations and supporting documentation in accordance with relevant guidelines.

Corporate Responsibilities

The following outlines departmental responsibilities:

- Acts ethically and supports others to do the same, in line with the departments Values and the Code of Conduct.
- Takes reasonable care to protect your own safety, health and wellbeing at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all applicable work health and safety laws.
- Performs other duties as directed.

Role Specific Requirements

The following outlines what experience and qualifications are required to undertake this role:

- Experience in interpreting and applying legislation.
- Experience in undertaking research, writing reports/submissions and providing advice on high-level policy and/or legislation
- Knowledge and understanding of the development and implementation of legislation, policy and/or reviews.
- Knowledge and understanding of contemporary issues affecting the Western Australian building industry, or a demonstrated ability to develop knowledge quickly.

Expected Leadership Behaviours

While it is expected that the occupant will demonstrate all leadership behaviours of a [Leader of Others - Knowledge](#), the following outlines those that are required to undertake this role:

- **Lead Adaptively** - You are continually learning and adapting your personal style and approach to be effective in the changing work environment.
- **Embody The Spirit of Public Service** - You display and embody the spirit of public service in all your decision making, interactions and professional activities.
- **Build Capability** - You embrace a diverse team and draw on the unique strengths of each member.
- **Deliver on High Leverage Areas** - You identify and understand the competing priorities of your work area, prioritising essential tasks and making adjustments as appropriate.
- **Dynamically Sense The Environment** - You communicate clearly and concisely to ensure a shared understanding.
- **Think Through Complexity** - You use your skills, experience and knowledge to anticipate and identify problems.
- **Lead Collectively** - You seek to build and maintain effective working relationships with others, and are mindful of the partnerships that support your efforts to deliver value for your team and work area.

This position reports to:

Principal Policy Officer

Position No: 00000332

Classification: L7

Positions reporting to this Role:

This position has no direct reports

Position Conditions:

The following outlines pre-employment assessments and ongoing conditions and requirements:

- The holder of this position exercises delegated statutory powers
- Nationally Coordinated Criminal History Check

Approved Date

06-MAR-2026

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