



## Policy Officer - Level 5 (00020784)

<b>Group:</b>	Consumer Protection and Legal Services	<b>Location:</b>	Perth - 140 William St
<b>Division/Directorate:</b>	Legislation and Policy	<b>Supervises:</b>	0
<b>Branch:</b>	Legislation and Policy Branch A	<b>Reports to:</b>	General Manager Legislation and Policy Branch A
<b>Section:</b>	NA		

### Operational Context

Consumer Protection is responsible for promoting fair trading and consumer protection in Western Australia. Legislation and Policy is responsible for the development, implementation and evaluation of Consumer Protection legislation and policy in accordance with the priorities set by the Department and the Government. It also contributes to the national development of the Australian Consumer Law.

### Role Overview

This position is responsible for supporting the development, implementation and evaluation of legislation and policy in relation to all matters for which the Division is responsible. The role provides policy advice to Branch Management as required. The role also contributes to other Branch responsibilities including ministerial correspondence, project planning, communications and stakeholder engagement.

### Building Leadership Impact as a Personal Leader

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 the work of individuals who make a direct and immediate difference to the agency, with personal accountability for delivering excellence.

### Role Responsibilities

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

- Provides advice on policy issues relevant to legislation and policy projects to Branch Management.
- Ensures quality and timely support for the development, implementation and evaluation of legislation and policy projects including identifying and analysing key issues, gathering evidence, engaging and consulting with stakeholders and coordinating, implementing and evaluating a policy response.
- Undertakes and completes less complex policy projects in accordance with business plans and project briefs to achieve organisational aims.
- Prepares responses to ministerial correspondence.
- Undertakes research and consults effectively with external stakeholders and operational areas to develop policy, analyse issues and propose policy positions.
- Maintains awareness of current and emerging issues relevant to consumer protection.
- Contributes to planning and setting the directions for the directorate, and to business process improvement.
- Conducts reviews, prepares 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:

- Demonstrated well developed project management, research, analytical and conceptual skills.
- Demonstrated well developed oral and written communication skills.
- Demonstrated experience in providing policy advice.

### Expected Leadership Behaviours

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

- **Lead Adaptively** - You demonstrate a willingness to extend your knowledge, skills and technical expertise to support your development, seeking guidance when necessary.
- **Embody The Spirit of Public Service** - You complete your work practices in accordance with the policies and procedures of your work area, seeking clarification and guidance as necessary.
- **Build Capability** - You engage in processes and activities that grow the team's capability and effectiveness.
- **Deliver on High Leverage Areas** - Under the supervision of your manager, you work to meet specified timelines and priorities, completing your work to a high standard.
- **Dynamically Sense The Environment** - You adjust priorities and pace with guidance when necessary to ensure you contribute to delivering value for your team.
- **Think Through Complexity** - You know where to find relevant information and use a common sense approach to research and analyse, and then make evidence based recommendations.
- **Lead Collectively** - You complete your work to a high standard and ensure information is accurate.

### This position reports to:

General Manager Legislation and Policy Branch A  
Position No: 00016354 Classification: L8

### Positions reporting to this Role:

This position has no direct reports

### Position Conditions:

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

- Nationally Coordinated Criminal History Check

**Approved Date**

17-MAR-2026

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