



Job Description Form (JDF)

Position details

Position title:	Director Policy and Strategic Advice
Position number:	70250262
Classification:	Level 8
Physical location:	Perth Metropolitan Area
Award:	PSA 1992
Agreement:	PSCSAA 2024
Pillar:	Primary Industries Development
Directorate:	Intensive and Irrigated Plant Systems
Branch:	Policy and Strategic Advice

Reporting relationships

Reports to:	Executive Director, Intensive and Irrigated Plant Systems (70240249), Class 1 This position
Direct reports:	7

Role summary

The Director Policy and Strategic Advice is a high-profile leadership role which establishes and promotes DPIRD policy position, science and research priorities, and investment opportunities across the primary industries sectors. The Director leads, directs and manages the preparation of high-level advice to government, executive and external stakeholders drawing on insights from across the branch, directorates and broader Primary Industries Development pillar, and champions the development of a skilled and sustainable primary industries workforce for Western Australia. The role undertakes ongoing relationship building at senior levels with industry bodies, funding organisations and governments across Australia and internationally, and promotes a primary industries workforce for Western Australia.

As an adviser to the Executive Director Intensive and Irrigated Plant Systems, the Director Policy and Strategic Advice supports the work of the pillar by delivering high-level strategic

coordination, cross-pillar support and advice to meet the branch, directorate and pillar's directions and priorities.

About us

The Department of Primary Industries and Regional Development's (DPIRD) role is to ensure that primary industries and regions are key contributors to the Government's agenda for economic growth and diversification, job creation, strong communities and better places. Our goals are to:

- **Protect:** to manage and provide for sustainable use of our natural resources and soils, and to protect Western Australia's brand and reputation as a reliable producer of premium, clean and safe food, products and services.
- **Grow:** to enable the primary industries sector and regions to increase international competitiveness, grow in value and social amenity and become a key pillar of the State's economy.
- **Innovate:** to support a culture of scientific enquiry, innovation and adaptation across primary industries and regions to boost industry transformation, economic growth and employment.

Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- **Working together** – We achieve better outcomes with our colleagues, stakeholders and the community by engaging with their ideas, knowledge and expertise.
- **Acting with integrity** – We foster a culture where individuals are accountable for their actions, behaviours and contributions.
- **Responding with purpose** – Our actions and reactions are intentional, well thought out and align with a specific objective or goal.
- **Embracing curiosity and creativity** – There is always space to be innovative, through curious and creative thinking.
- **Aspiring for a better future** – Our combined efforts deliver sustainable results – environmentally, socially and economically.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

Leadership and Stakeholder Engagement

- Oversees, coordinates and provides leadership for the branch to deliver outcomes aligned to the business requirements of the pillar and department.
- Models, promotes and demonstrates a genuine commitment to DPIRD's values and represents the department, as required.

- Strengthens the department's visibility and credibility by representing DPIRD in strategic forums, advisory panels, and cross-sector leadership initiatives.
- Promotes and actively advocates for a high performing team environment and culture to empower, motivate and develop staff, and proactively managing change.
- Establishes, maintains and effectively delivers strategic partnerships, collaborative working relationships and effective communication networks with key stakeholders and agencies (including industry, sector or other relevant peak bodies) to facilitate strengthening DPIRD profile and relevance.
- Works collaboratively across pillars to ensure industry and sector priorities and relevant DPIRD initiatives are appropriately coordinated and communicated.
- Coordinates responses to Ministerial and parliamentary requests and provides expert policy advice to support business-of-government functions.
- Is accountable for all human resource, finance, plant, equipment and apparatus including maintenance for all sites managed through the branch.
- Leads and participates in the development of emergency response capacity (e.g. people, technical expertise, equipment, procedures, etc.) for this function in a large scale or otherwise significant emergency requiring a coordinated response.
- Actively manages branch budgets ensuring programs of work are delivered on time, on budget and within scope.
- Provides values-based senior leadership, mentoring and people leadership to the Branch, focusing on building capacity and capability in priority research areas.
- Actively leads the branch in preparation for or responding to an emergency animal disease outbreak.

Corporate Responsibilities

- Participates in incident and emergency management activities commensurate with capability, capacity, training and level of experience.
- Promotes and ensures the branch maintains a proactive and compliant approach to occupational health and safety (OH&S), including physical and psychosocial safety, aligned with departmental and legislative requirements.

Role Specific Responsibilities

- Leads and manages the Policy and Strategic Advice branch to deliver services aligned with government and industry priorities.
- Provides central coordination of high-level cross-sector science and policy advice to Corporate Executive and the Minister for Agriculture and Food.
- Leads the development of and implementation of a framework for measuring and reporting the impact of the pillar's programs, policy initiatives and the WA agrifood sector.
- Engages and works across DPIRD and other government agencies to establish DPIRD's position in relation to WA Government and primary industry policy, science and research

priorities and key initiatives, and commonwealth agriculture and agribusiness investment opportunities.

- Maintains awareness of business responses to evolving consumer signals, market access, supply chain and financial settings.
- Develops and oversees the implementation of primary industries policy and science strategies that align and connect with the Western Australian Government policy objectives and the national Agriculture policy and innovation agendas.
- Oversees and prioritises responses to Ministerial and parliamentary requests, including briefing notes and community inquiries.
- Builds and maintains strategic relationships with internal stakeholders, industry bodies, government agencies, and research organisations to support coordinated policy development and investment.
- Leads the development and implementation of evaluation frameworks and key performance indicators to assess the impact and effectiveness of research, development, policy and other strategic initiatives
- Provides strategic advice to the Executive Director Intensive and Irrigated Plant Systems, the Deputy Director General Primary Industries Development, and other senior staff across the pillar on current and emerging issues.
- Drives innovation and continuous improvement in policy development, insights generation, and strategic coordination.
- Maintains a comprehensive understanding of national and global policy, economic, and industry trends to inform strategic direction and investment priorities.
- Directs the delivery of strategic communications that promote the work and impact of the Primary Industries Development pillar, ensuring alignment with departmental messaging and stakeholder engagement priorities.
- Leads the development and coordination of evidence-based agriculture policy that aligns with state and national priorities, including strategies to build a skilled and sustainable primary industries workforce that meets current and future sector needs.
- Provides strategic oversight of economic analysis and industry intelligence to inform investment decisions, policy development and program design across the Primary Industries Development pillar.
- Leads the development and application of robust monitoring and evaluation frameworks to assess the effectiveness, efficiency and impact of programs and initiatives across the pillar.
- Other duties as required.

Work related requirements

The Public Sector Commission's Leadership Expectations provides a common understanding of the mindsets and expected behaviours required of all public sector employees. Everyone leads in a context, and the leadership context for this role is **Leading Leaders**. The ability to demonstrate and apply the below expected requirements and behaviours will be assessed in the context of this role.

Essential criteria

Role specific requirements	<ol style="list-style-type: none"> 1. Experience effecting meaningful policy change within or across government. 2. Excellent communication skills (written and verbal) and experience leading a communications strategy. 3. Experience representing and advocating a position to a range of external parties.
Lead collectively Seek and build key relationships, work together and focus on the greater good.	<ul style="list-style-type: none"> • You can translate and communicate the agency's objectives into strategic projects and key performance areas for your leadership teams.
Think through complexity Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks to solve problems and enhance effectiveness.	<ul style="list-style-type: none"> • You apply your knowledge and expertise to understand problems from parallel perspectives, so you identify fit for purpose solutions.
Dynamically sense the environment Be in tune with the political, social and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.	<ul style="list-style-type: none"> • You directly resolve conflict and approach crucial conversations with thoughtfulness, diplomacy and confidence.
Deliver on high leverage areas Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.	<ul style="list-style-type: none"> • You drive excellent performance in your teams, setting clear role and performance expectations and ensuring a shared understanding.
Build capability Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.	<ul style="list-style-type: none"> • You understand your role in creating a healthy culture in your business area and contributing to a productive culture in your agency.
Embody the spirit of public service Display empathy, compassion, humility and integrity in all interactions and a genuine passion for the work; Demonstrate a responsibility to Western Australians; work in the interest of the public good.	<ul style="list-style-type: none"> • You deliver outstanding results while maintaining an ethical and professional reputation for yourself and your agency.
Lead adaptively. Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.	<ul style="list-style-type: none"> • You understand the impact of your personal style on those you lead and interact with, deliberately adapting your approach to achieve desired outcomes.

Desirable criteria

1. Substantial experience in a research and development environment.
2. Experience in a primary industries environment.
3. Significant leadership experience.

Special requirements/equipment

- Possession of a relevant tertiary qualification.
- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense).
- Current Western Australian C or C-A class driver's licence or equivalent.
- The contract of employment specifies terms and conditions relating to this position.
- Occasional travel to and from metropolitan and regional offices may be required.
- DPIRD is an Emergency Management Agency and all employees may be required to work or travel during, or outside of, normal business hours to assist with incidents and emergencies.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.

Delegated authority

Position title: Deputy Director General
Endorsement Date: 5 December 2025