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|-------------------|---------------------------------|-----------------------|--------------------------|
| Title | Senior/Principal Policy Officer | Classification | Level 6/7 |
| Number | Generic | Group | Office of the Commission |
| Reports to | Manager Policy & Research | Division | Office of the Commission |
| Supervises | 1 | Section | Policy |

Commission Overview

The Insurance Commission of Western Australia (Insurance Commission) is a Government Trading Enterprise that provides motor injury insurance to Western Australian motorists and manages the self-insurance arrangements of the Western Australian Government through its Government Insurance division. The Insurance Commission also invests and manages funds to meet insurance liabilities, and advises Government on insurance.

Our Values

We are committed to a high performance culture which values accountability, professional integrity and respect.

Business Unit Overview

The Office of the Commission provides strategic and executive support to the Chief Executive and the Board of Commissioners and coordinates corporate governance and risk, legal services, corporate communications and stakeholder relations, and policy and research consistent with the organisation's purpose and direction.

Position Overview

This position manages and undertakes high level strategy, research, analysis and implementation of insurance-related public policy and any other policy matters as required by the Insurance Commission or by the Western Australian government.

Position Responsibilities

- Maintain an active awareness of relevant trends, issues and developments within Western Australia, in other Australian jurisdictions and in other countries.
- Undertake research to identify emerging issues, to identify areas to improve policy outcomes and to provide an evidence base that supports agenda-setting, policy analysis, policy development and the provision of high quality advice.
- Manage and undertake the development of high-quality policy options that are:
 - innovative, robust and well considered;
 - aligned to the priorities and interests of the Insurance Commission and of the Western Australian government; and



- cognisant of the context in which the Insurance Commission operates, the interests of stakeholders and the interrelatedness of government policies.
 - Support the implementation of new policy that achieves the intended policy outcome and is delivered in an efficient and effective manner.
 - Monitor and evaluate the impact of new policy changes on the Western Australian community, the Western Australian government and/or the Insurance Commission.
 - Prepare timely, high quality advice on policy matters to the Director, the Commission Secretary, the Commission Executive, the Treasurer and Western Australian government.
 - Represent the Policy and Research Unit, the Insurance Commission and the Western Australian government at internal and external meetings with stakeholders.
 - Support the Director in achieving the objectives of the Policy and Research Unit by:
 - providing effective leadership and management to other team members;
 - monitoring, managing and reporting regularly on the progress of team projects;
 - proactively identifying and reporting issues and risks; and
 - acting with integrity as a good corporate citizen who supports the achievement of the Insurance Commission's broader objectives.
 - Contributes to continuous improvement and innovation in all activities, including maximisation of opportunities to harness technology to optimise productivity.
 - Actively works within a supportive team environment that embraces collaboration, change, innovation and quality customer service.
 - Contributes to a positive work environment that reflects the values of the Insurance Commission.
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Corporate Responsibilities

- Exhibits accountability, professional integrity and respect consistent with the Insurance Commission's Values and Code of Conduct, and the public sector Code of Ethics.
 - Ensures all correspondence is to a professional standard consistent with the style guide.
 - Performs other duties as directed.
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Work Related Requirements

Capability to:

1. Manage, develop and implement public policy in a complex environment with multiple stakeholders.
 2. Manage competing priorities with a focus on achieving results.
 3. Exhibit highly developed communication, analytical and problem solving skills.
 4. Think flexibly with a desire for service delivery innovation.
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Pre-employment requirements

- A satisfactory National Police Clearance no more than six months old
 - 100 point identity check
 - Satisfactory evidence of Australian residency status or the right to work in Australia
 - Satisfactory evidence of essential qualifications or Professional Memberships (where applicable)
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Award/Agreement

Government Officers (Insurance Commission of Western Australia) Award 1987

Government Officers (Insurance Commission of Western Australia) General Agreement 2024

Certification

Approved by the delegated authority and registered on:

19 February 2025