



# Senior Policy Officer

**Branch:** Strategic Programs  
**Directorate:** Driver and Vehicle Services  
**Position Number:** 00027352  
**Classification:** Level 5  
**Physical Location:** Innaloo  
**Award/Agreement:** Public Service Award & Public Sector CSA Agreement 2024

## Our purpose: Empowering a thriving community

The Department of Transport and Major Infrastructure (DTMI) together with Main Roads WA and the Public Transport Authority forms the Transport Portfolio. DTMI seeks to connect people and places to keep Western Australia moving towards a safer, healthier, and more sustainable future.

Join us and work in a role where you can bring your best self to work and leave work having been seen and heard, and able to contribute meaningfully to the communities throughout Western Australia. DTMI promotes a diverse workforce and embraces a high standard of equal opportunity, health and safety, and ethical practice. DTMI is a values-based organisation committed to empowering a thriving community.



**COLLABORATION**

Working **together**, we get things done.



**WELLBEING**

Looking after **ourselves** and supporting **others**.



**ADAPTABILITY**

Always open to **possibilities**.



**ACCOUNTABILITY**

Taking ownership, we **deliver**.

## Overview of the directorate

Driver and Vehicle Services (DVS) is responsible for administering driver and vehicle licensing under WA's 'road law', as defined in the Road Traffic (Administration) Act 2008 and identity under the WA Photo Card Act 2014. It also delivers the following industry regulation:

1. Passenger transport industry under the Transport (Road Passenger Services) Act 2018;
2. Driving instructors under the Motor Vehicle Drivers Instructors Act 1963; and
3. Crash towing industry under the Towing Services Act 2024.

DVS has one of the greatest number of interactions with the public of any State Government Agency. Managing licensing functions for over 2 million WA registered drivers, over 3 million WA registered vehicles and approximately 9 million financial transactions per annum and delivers services for other agencies under formal agreements.

The DVS mission is Safe drivers, Safe Vehicles, Secure Identities, and Quality Service.

## Overall purpose of the role

- Develops, analyses and evaluates policies, plans, budgets and proposals.
- Develops strategies and makes recommendations on policy implementation.
- Investigates and conducts research into vehicle and driver's licence issues.
- Prepares reports and draft correspondence

## Work description

1. Develops innovative, evidence-based policy options and assesses options against required outcomes and value for money (includes conducting reviews of legislation, policy, services and specific issues as required).
2. Participates in project delivery in accordance with DVS preferred methodologies (i.e. PRINCE2).
3. Understands and applies a risk based approach to policy development and implementation, including making recommendations for mitigation strategies that minimises any areas of exposure.
4. Provides policy advice and expertise to Principal Policy Coordinators, the Policy Manager, and other Senior DVS staff.
5. Participates in working groups, committees and branch work programs in relation to departmental research, policy development and evaluation.
6. Provides quick resolutions to issues and queries relating to policy impact to front-line and develops system wide responses to key reforms, policies and initiatives.
7. Understands the legal and legislative frameworks and their impact on policy delivery. Able to make recommendations for policy proposals that ensures the selected option will work in practice, based on stakeholder and front-line feedback.
8. Prepares reports, briefing papers, ministerial correspondence, cabinet submissions and other written material relating to policy issues within the business unit. Interprets and uses processes and principals involved in policy development such as circulars, cabinet and parliamentary procedures, Executive Council guidelines and regulatory guidelines.
9. Monitors implemented policy performance against agreed indicators.
10. Liaises effectively with internal and external stakeholders, business partners and a range of suppliers to deliver required outcomes.
11. Develops and maintain relationships with internal and external stakeholders, business partners and a range of suppliers to deliver required outcomes.
12. Participates in contract management as related to services provided to the Section, Branch and DVS.
13. Undertakes other duties as required

## Work related requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department's values.

## Criteria

### ESSENTIAL:

1. Demonstrated experience in the development and implementation of policy.
2. Proven ability to interpret, apply and provide advice on relevant legislation, policies and procedures.
3. Well-developed conceptual, analytical, research and evaluation skills, including the ability to make decisions and resolve complex problems.
4. Well-developed verbal, written and interpersonal communication skills, together with the ability to engage and liaise with a variety of stakeholders.
5. Significant experience in project, risk and contract management.
6. The ability to work in a team environment and to contribute to the achievement of team goals.

### DESIRABLE:

## Reporting Relationships

### Allowances/Special Conditions

1. A current national police clearance certificate incorporating criminal and traffic convictions and infringements is required for this position.
2. A current national police clearance certificate incorporating criminal and traffic convictions is required for this position.

### Certification

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

Executive Director  
People and Culture

## Reporting relationships

Director Strategic Programs, Level 8



Manager Strategic Programs, Level 7



**This Position**



Nil

## Allowances/Special conditions

1. <Allowances>

## Certification

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

**Chief People Officer**  
**People and Culture**