

JOB DESCRIPTION FORM

Position title/number:	Policy & Governance Officer (14700203)		
Classification:	General Division Level 5		
Division:	Grants Management & Integrity		
Business Unit:	Integrity & Quality Assurance		
Reports to:	Senior Integrity and Quality Assurance Officer		
Direct reports:	0 FTE	Office location:	Perth

Job Description

The role undertakes policy coordination duties and is responsible for leading the policy framework and ensuring policy development capacity is developed by providing training, advice and guidance.

About Us

Legal Aid WA has one purpose: to see that the law protects all Western Australians regardless of poverty or disadvantage. We provide legal assistance services across Western Australia and the Indian Ocean Territories. We deliver those services through our offices in the metropolitan area and regional WA, Virtual Offices, outreach locations, and private lawyers across the State on our panels. We are funded by the State and Federal Governments, are governed by a Board of Commissioners, and we are accountable to the Western Australian Attorney General.

We are guided by our vision of providing equitable access to justice to support a fair and safe community, and we are driven by our values:

- o Client centred
- o Integrity
- o Making a difference
- o Innovation
- o Respect

Scope of Duties

- Coordinates the policy function of Legal Aid WA and ensures a practical and functioning Policy framework is established and maintained.
- Provides advice to staff responsible for individual policies to ensure they are supported to meet their responsibilities in relation to Policy.
- Coordinates and contributes responses to policy issues or questions raised by stakeholders.
- Undertakes research, analysis, review and evaluation of policies.
- Monitors the implementation and review of new and existing policies to ensure that the best outcomes are achieved.
- Maintains awareness of relevant emerging trends, issues and policies in other jurisdictions both nationally and internationally to ensure best practice.
- Establishes and maintains appropriate risk assessment and accountability frameworks as they relate to policy.
- Liaises with subject matter experts to ensure a comprehensive and coordinated approach to policy development is achieved across Legal Aid WA.
- Undertakes the Executive Officer role for the Policy Advisory Committee and maintains the Policy review framework and associated supporting guidance.
- Maintains positive and effective working relationships with internal and external stakeholders.
- Provides guidance and training on policy writing to internal stakeholders to develop internal capability, capacity and expertise.
- Undertakes other duties as required.

Selection Criteria

Only the criteria in bold must be addressed in applicant's written application and resume. These and the remaining selection criteria will be assessed through interview or alternative selection methods.

Essential

- **Demonstrated experience in policy development including the ability to effectively consult and provide advice and support to relevant stakeholders.**
- **Demonstrated experience in the design and delivery of policy framework training programs to improve governance.**
- Highly developed verbal, written and interpersonal communication skills, with the ability to liaise and negotiate with a range of internal and external stakeholders.
- **Highly developed conceptual, analytical and research skills with the ability to identify and provide solutions to complex problems.**
- Proven ability to work independently and to plan, prioritise, and organise workloads in order to deliver on agreed outcomes.

Essential Core Competencies

These are essential criteria for appointment to all Legal Aid WA positions. Refer to the [Core Competencies Matrix](#) on our website.

- Committed to the principles of social justice.
- Values people, partnership and teamwork.
- Willingness to learn and share knowledge with others.
- Outcome and service focused. (High Priority)

Qualifications / Licences

It is important that you include a summary of your qualifications in your application, along with copies of qualifications relevant to this position.

- Qualification in a relevant discipline. (Desirable)

All appointments to Legal Aid Western Australia are subject to satisfactory National Police Certificate and 100 Point Identification Check.