



Job Description Form

Principal Policy Officer

Position Details

Position Number:	Generic
Classification:	Level 7
Award/Agreement:	Public Sector Award and Agreement
Organisational Unit:	Housing Policy and Development / Strategic H&A Policy, Planning and Business Development
Location:	Perth Metropolitan Area
Classification Date:	June 2017
Effective Date:	May 2026

Reporting Relationships

This position reports to:

- Manager Aboriginal Housing Strategic Policy, 015583, Level 8
- Manager Affordable Housing Supply and Intergovernmental Relations Strategic Policy, Level 8
- Manager Climate and Sustainability, 015840, Level 8
- Manager Community Housing Strategic Policy, 013216, Level 8
- Manager Housing Policy, 015535, Level 8
- Manager Social Housing Strategic Policy, 015719, Level 8

Positions under Direct Supervision:

This position may supervise a small team.

Role Statement

This position is responsible for provision of high-level policy formulation and advice and undertakes complex research and analysis in relation to the development of housing reform strategies and policies to support strategic direction. The role leads specific projects in order to achieve corporate objectives.

Position Duties and Responsibilities

1. Policy Development and Implementation

- 1.1 Coordinates and contributes to the development of key organisational policies and strategies, initiatives, and processes.
- 1.2 Coordinates and contributes to the development of strategic policy responses relevant to the design and delivery of affordable housing solutions.
- 1.3 Researches, evaluates and advises on policy, initiatives and emerging issues relevant to affordable housing policy and reform.
- 1.4 Undertakes complex analysis and prepares feasibility studies, business cases and reports.
- 1.5 Represents the Department in negotiations, consultations and discussions with Government and industry stakeholders to deliver outcomes.

2. Project Management

- 2.1 Coordinates and undertakes individual policy projects with a complex across agency or sector wide focus.
- 2.2 Coordinates and contributes to the development of across agency and Government initiatives, including policy and funding frameworks, and establishes and maintains productive relationships with internal and external stakeholders.
- 2.3 Coordinates the development of corporate projects and initiatives to ensure alignment with the agency's future direction.

3. Advice

- 3.1 Provides high level advice to the Department and Minister on matters relating to Affordable Housing Policy and system reform.
- 3.2 Prepares Cabinet submissions, briefing notes, reports and correspondence on behalf of the Department and Minister.

4. Change Management

4.1 Works effectively with Department staff to promote, develop and drive organisational change in the area of policy and strategy.

4.2 Contributes to the delivery of organisation and Divisional outcomes.

5. Other

5.1 Promotes a high standard of Equal Opportunity, personal conduct, and Work Health and Safety in the workplace.

5.2 Provides day to day supervision of staff, undertakes performance monitoring and staff development.

Corporate Responsibilities

1. Exhibits accountability, professional integrity and respect consistent with the Department's Values, the Code of Conduct, and the public sector Code of Ethics.
2. Actively participates in the Department's performance development process and pursues professional development opportunities.
3. Participates in emergency or critical event response management duties as required.
4. Undertakes other duties as required.

Work Health and Safety Responsibilities

All Employees (and Volunteers / Trainees / Contractors)

1. Take reasonable care for your own health, safety and wellbeing at work, and that of others who may be affected by your actions or omissions; and comply and cooperate with safety and health policies, procedures and applicable legislated requirements.

Supervisors (if applicable)

2. In addition to the Employees WHS responsibility, ensure as far as practicable, the health, safety and wellbeing of staff under your supervision through the provision of a safe workplace in accordance with health and safety legislation.

Essential Work-Related Requirements (Selection Criteria)

1. Leadership

- Demonstrated ability to lead people to deliver outcomes in a climate of organisational change.
- Ability to provide leadership of ideas, projects and teams, and a clear sense of direction, both within immediate area of control and across the agency.

2. Shapes and Manages Strategy

- Demonstrated ability to analyse and design appropriate policy strategic options, including complex multi-stakeholder cross agency and/or cross sector strategy, translate strategy into operational goals, and engage others in the strategic direction of the Department of Communities.

3. Achieves Outcomes

- Demonstrated ability to provide high level policy strategic advice and deliver high level policy strategic outcomes, including taking accountability for delivering organisational outcomes.
- Demonstrated capacity to review performance and identify opportunities for continuous improvement.
- Work to establish plans and timeframes and foster a positive environment for change.

4. Innovation and Creativity

- Lead in the creation of new directions, approaches and partnerships to deliver affordable housing solutions.
- Demonstrated ability to think and plan strategically in order to deliver creative solutions to multi-dimensional problems.

5. Personal Integrity and Self-Awareness

- Able to demonstrate professionalism and probity and adopts a principled approach and adheres to the public sector values and Code of Conduct. The position holder acts professionally and impartially at all times and manages within the boundaries of organisational processes and legal and public policy constraints.
- The position takes personal responsibility for meeting objectives and progressing work.
- Shows initiative and proactively assists ensuring outcomes and needs are met.

6. Communicates and Influences Effectively

- Demonstrated ability to negotiate and influence effectively and use positive relationships with internal and external stakeholders to deliver outcomes on complex issues.
- Demonstrated ability to prepare well-crafted written advice.

Desirable Work-Related Requirements (Selection Criteria)

1. Relevant tertiary qualifications.
2. Understanding of contemporary housing issues and trends.
3. Applicants with social and/or commercial strategic experience are encouraged to apply.

Essential Eligibility Requirements / Special Appointment Requirements

1. Appointment is subject to a satisfactory Criminal Record Check conducted by the Department.
2. Candidates possessing international qualifications must provide assessment by the Overseas Qualification Assessment Unit (OQU) from Department of Workforce Development and Training WA or OQU assessment from another state for approval as an equivalent by the Executive Director, Department of Commerce.