



# Principal Policy Officer

## POSITION DESCRIPTION FORM

**Region / Portfolio:**

Road Safety Commission

**Position Description Number:**

Generic 601

**Directorate / Command / District / Division:**

Various

**Level:**

Level 7

**Work Unit:**

Various

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**Employment Conditions**

Industrial Agreement/Award: Current PSA, PSCSAA and if applicable Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: Perth

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**Position Objective**

Leads the design, development and evaluation of policies, undertaking complex research and analysis and providing strategic policy advice to assist in shaping and influencing the Commission's strategic direction and align with government priorities.

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**Role of Portfolio/Unit**

The Road Safety Commission is a discrete unit attached to the Western Australia Police Force and administratively accountable to the WA Police Commissioner but, through the Road Safety Commissioner, reports directly to the Minister for Road Safety on road safety matters. The Commission is responsible for leading the development, integration and implementation of state-wide road safety strategies, policies and programs to reduce serious crashes on Western Australian roads.

Our vision is to eliminate life changing road trauma in Western Australia. We aim to achieve this through a safe road-user-culture and a systems approach that encourages safe behaviours and reduces the risks in the road network by improving the safety features of roads and vehicles, so that crashes do not result in serious harm. We seek ambitious, step change improvements on this journey through a paradigm shift to a safety culture approach.

Our values of **Collaboration – Trust – Integrity - Professionalism** underpin all we do. These values guide the way we conduct our work, how we engage with others and deliver services to our customers. Each Commission employee's ability to demonstrate how they apply our values is important. The Commission's values complement those of the WA Police Force which are Duty, Teamwork, Integrity and Care.

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**Reporting Relationships**

This position reports to:

- Director and/or Project Manager, Level 8

Direct reports to this position include:

- This position may supervise a small team and oversee project resources as required

Total number of positions under control: Nil

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## Key Accountabilities

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### 1 Strategic Policy and Management (95%)

- 1.1 Leads the design, development, analysis and evaluation of policies and policy activity that assist in shaping the Commission's strategic direction and align with government priorities.
- 1.2 Undertakes complex research and analysis and provides recommendations to support the development of innovative, evidence-based policy options.
- 1.3 Supports the director and/or project manager in leading and coordinating strategic projects, policies and activities to ensure outcomes are consistent with the Commission's direction.
- 1.4 Leads the development and implementation of strategies for the evaluation of policies to ensure complex problems are resolved and risks are mitigated.
- 1.5 Leads and facilitates stakeholder engagement, consultation and negotiation on policy matters to identify and develop evidence-based solutions and recommendations.
- 1.6 Develops and maintains collaborative working relationships with key stakeholders to build consensus on the appropriate response to emerging issues and the development of policy and legislation.
- 1.7 Effectively builds and sustains relationships with a network of key people at senior levels both internally and externally.
- 1.8 Represents the Commission at government, industry and stakeholder forums, inter-agency working groups and committees.
- 1.9 Prepares Cabinet submissions, Ministerial briefing notes, reports and correspondence relating to policy matters.
- 1.10 Mentors and guides policy officers and support staff to successfully deliver policy priorities and initiatives.
- 1.11 Maintains an awareness and understanding of emerging trends and issues impacting government policy and priorities.

### 2 Other (5%)

- 2.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 2.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the agency's professional standards and Code of Conduct including reporting wrongdoing.
- 2.3 Undertakes other duties as directed.

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## Work Related Requirements

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### Essential

### Context in which work related requirements will be applied and or general standard expected.

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|----------------------------|--|
| Leadership skills          | Leading the achievement of team outcomes, building capability and motivating team members.   |
| Policy development skills  | Formulating policies, implementation and evaluation of complex policy initiatives, including analysis and reporting on performance.  |
| Project management ability | Leading projects and delivering agreed outcomes within specified timeframes.   |
| Communication skills       | Negotiating, mediating and collaborating. Building and sustaining positive working relationships with internal and external stakeholders at all levels to ensure quality deliverables are met. |
| Problem solving ability    | Analysing the broader environment, ensuring appropriate research is undertaken to develop policy options. Developing innovative solutions to complex problems aligned to strategic direction.  |

## Capability Framework

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The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

### Leadership Context

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We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is Leading Leaders.

### Certification

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These details are an accurate statement of the duties, responsibilities and other requirements of the position.

| Position Title and Work Unit         | Name          | Date       |
|--------------------------------------|---------------|------------|
| Manager, People and Capability       | Damon Veitch  | 05/08/2024 |
| Commissioner, Road Safety Commission | Adrian Warner | 05/08/2024 |