



# Senior Policy Officer

## POSITION DESCRIPTION FORM

**Region / Portfolio:**

Road Safety Commission

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

Strategy and Policy

**Work Unit:****Position Description Number:**

Generic 599

**Level:**

Level 6

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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

Contributes to the design, development and evaluation of policies, undertaking complex research and analysis and providing 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:

- Principal Policy Officer, Level 7

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

## Key Accountabilities

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

- 1.1 Contributes to 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 Assists in the management and coordination of strategic projects, policies and activities to ensure outcomes are consistent with the Commission's direction.
- 1.4 Prepares Ministerial correspondence, reports and general correspondence relating to policy matters.
- 1.5 Analyses and reviews complex policy issues, identifying emerging issues, developing evidence based options, and recommending solutions to resolve problems and mitigate risks.
- 1.6 Undertakes the day-to-day management, administration and review of legislation and regulations.
- 1.7 Provides analysis and advice on legislative matters and reforms and administers legislative amendments.
- 1.8 Provides strategic policy advice to key internal and external stakeholders to shape, influence and support the Commission's policy direction.
- 1.9 Builds and maintains professional relationships with internal and external stakeholders.
- 1.10 Represents the Commission at government, industry and stakeholder forums, inter-agency working groups and committees.
- 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.

Position Title: Senior Policy Officer	Level: Level 6	Position Number: Generic 599
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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.

Policy development skills	Formulating, implementing and evaluating policy or legislative initiatives, including analysis and reporting on performance.
Project management ability	Delivering agreed outcomes within specified timeframes. Coordinating and supervising project teams.
Communication skills	Building and sustaining positive working relationships with internal and external stakeholders at all levels to ensure quality deliverables are met. Contributing effectively as a team member.
Analytical and conceptual ability	Undertaking comprehensive research on a broad range of issues and providing advice/recommendations. Identifying and implementing improved practices to achieve objectives.

## 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 Others.

### 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
Director Strategy & Policy	Caoimhe Finn	24/06/2025
Road Safety Commissioner	Adrian Warner	24/06/2025