



JOB DESCRIPTION FORM

The Department of Environment Regulation (DER) has the following purpose: To advise on and implement strategies for a healthy environment, for all current and future Western Australians.

DER's values





In all of our work we will be *Responsive, Enabling, Focused, Innovative, Responsible* and *Effective*.


For the purpose of this recruitment process, behaviours that reflect some or all of the above values are embedded in the selection criteria for this position.

1. Position details

Position title Principal Policy Officer	Functional title Principal Policy Officer	ANZSCO Code 234313	
Effective Date 1 August 2016	Position Number DER3079263	Level/Grade L7	Specified Calling Level
Functional Area Strategic Policy and Programs		Functional Group Legislation and National Policy	
Location Perth metropolitan area		Agreement PSA 1992/PSGOGA 2014	
Position Status Does this position form part of the permanent funded establishment?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	End Date (If not Permanent)	

2. Reporting relationships

Position Title Director – Environmental Policy	Level/Grade L9	 Responsible to		Other officers reporting directly to this position	
Position Title Senior Manager Legislation and National Policy	Level/Grade L8			Position title	Level/Grade
				Principal Policy Officer x 2 Principal Policy Officer x 2 Senior Policy Officer Policy Officer Policy Officer	L7 SC4 SC3 L5 L4
 Responsible to		 Officers under direct responsibility			
Position Title Nil	Level/Grade	Approx. no. FTEs supervised			

Department of Environment Regulation
REGISTERED JDF
HR OFFICER: 
25 Jul, 2016

3. Statement of function

- Primary responsibility for all legislative review and reform programs.
- Coordinates and supports participation in national policy development.

Individuals undertake their duties and responsibilities in accordance with the department's Code of Conduct, policies and procedures, and relevant Government legislation.

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4. Core responsibilities

At an **adept** level and with **demonstrated** experience, accountable for the management of:

- 4.1 The research, development, implementation, maintenance and evaluation of environmental policy.
- 4.2 The provision of advice to the Minister and the Department in relation to policy coordination.
- 4.3 The provision of advice to support the development and evaluation of programs.
- 4.4 The development, maintenance and sharing of expertise to improve knowledge and build capability throughout the Department.
- 4.5 Other duties as required.

5. Capabilities (selection criteria)

DER's Capability Framework describes the core capabilities required of departmental personnel across all occupational groups. In the context of the core responsibilities of the position and DER's corporate values, the following selection criteria apply. All criteria are essential unless specified otherwise.

At an **adept** level and in the context of the **function** and **core responsibilities** of the role:

- 5.1 **Understand and apply legislation.**
Ability to understand and apply legislation and policy to support government and organisational objectives.
- 5.2 **Critical thinking and decision making**
Ability to conceptualise, analyse and evaluate information to develop practical solutions and make informed decisions.
- 5.3 **Communication and negotiation**
Ability to communicate effectively with internal and external stakeholders including the ability to gain consensus and commitment from others and resolve issues and conflict.
- 5.4 **Deliver products and services**
Ability to deliver products and services to the required standards within the required timeframes.
- 5.5 **Relationships and people management**
Ability to work effectively with a diverse team of professionals manage and develop self and champion change.
- 5.6 **Technical and occupational specific**
A degree in a relevant discipline or equivalent as determined by the Director General.

In reference to DER, an **adept** level is defined as:

Work is carried out according to principles, targets and policies enforced by the Department to deliver products and services to the required standards in the required timeframes. Officer is required to plan how tasks, in the form of projects and analyses, will be carried out but usually the supervisor must approve the ideas and control the results. Officer is responsible for delegating work within a defined area of activity. Officer suggests and takes part in drawing up guidelines for the organisation, working methods etc.

Demonstrated experience at the **adept** level is defined as more than 3 years relevant work experience.

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6. Other

Full Time Equivalent (FTE) Full time hours = 1 FTE. Part time hours are expressed as a proportion of 1 e.g. 0.6 FTE if a person works 3 days per week or 60% of full time hours.	1.0 FTE		
Allowances and Special Conditions Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> Other - Please specify below :	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.			
Working With Children Specify if this position requires a Working with Children check – refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/ if this position works with children for further information on whether this is required.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Police Clearance Specify if this position requires a police clearance or integrity check – refer to http://www.police.wa.gov.au/OurServices/Policecheckscertificates/NationalPoliceCertificates/tabid/1339/Default.aspx for further information.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

7. Certification

The details contained in this document are an accurate reflection of the position.

Senior Manager	Signature: <i>J Keating</i>	Date: 12/7/2016
<i>AJ</i> Director (where applicable)	Signature: <i>J Keating</i>	Date: 12/7/2016
Executive Director	Signature: <i>[Signature]</i>	Date: 12/7/2016
<i>AJ</i> Director General	Signature: <i>[Signature]</i>	Date: 12/7/16.