



SECTION 1 - POSITION IDENTIFICATION

Title:	Senior Policy Officer
Classification:	Level 6
Award:	Public Service Government Officers General Agreement:

SECTION 2 – REPORTING RELATIONSHIPS

UNIT	UNIT MANAGER	CLASSIFICATION
	Director General	
	↑	
Division: Public Health	Assistant Director General	Consultant Year 1 – 9
	↑	
Directorate: Communicable Disease Control	Director	Consultant Year 1 - 9
	↑	
Branch: Sexual Health & Blood-borne Virus	Program Manager	PSO Level 8
	↑	
Section: Sexual Health & Blood-borne Virus	Senior Policy and Planning Officer	PSO Level 7
	↑	
Section:	THIS POSITION	

Positions under direct supervision and control:

<u>Position No</u>	<u>Title</u>	<u>Classification</u>

SECTION 3 - KEY RESPONSIBILITIES

State BRIEFLY the key responsibilities or prime function of the position. Refer to definitions of terms to ensure the correct meaning of verbs frequently used eg. Controls, Maintains, etc.

Develops policies and programs in priority and new and emerging populations for school based sexual health and relationships education on a state-wide basis. Manages web content and functionality for the school program and other related web-sites. Undertakes strategic projects with a special emphasis on inter-sectoral initiatives for schools and teachers to implement sexual health and relationships education programs.

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SECTION 4 - STATEMENT OF DUTIES

Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.

BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE

Duty No	Duties
1	Develops and implements sexual health and relationships education (SRE) policy and programs for priority and emerging populations.
2	Undertakes strategic projects with a special emphasis on intersectoral initiatives for schools and teachers to implement SRE.
3	Coordinates, maintains, manages and promotes web-based content across SRE related web-sites for the Sexual Health and Blood-borne Virus Program (SHBBVP).
4	Provides policy advice in regard to the development and implementation of strategic health goals, targets, resources and programs for the SHBBVP.
5	Maintains current expert knowledge of relevant trends and issues in relation to other priority populations health needs, policies, programs and service delivery in SRE.
6	Prepares reports, briefing notes and draft responses to parliamentary questions, ministerials and general correspondence.
7	Assists with the procurement and contract management resource development, programs and websites to support schools and teachers to implement SRE programs for priority populations.
8	Monitor, evaluate and develop specific resources and programs for school SRE programs.
9	Provides secretariat and operational support to committees and working groups as required.
10	Represents the Department of Health/Communicable Disease Control Directorate on state and other committees, working parties and project reference groups as required.
11	Maintains effective liaison between key stakeholders, including regional health services, other government departments, school education sector and non-government organisations.
12	Undertakes other duties as directed.

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SECTION 5 - SELECTION CRITERIA

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

ESSENTIAL

1. Ability to plan, deliver and assess best practice sexual health and relationships education programs with demonstrated knowledge and experience of the Western Australian Curriculum and the Health and Physical Education syllabus.
2. Recent primary or secondary teaching experience in the health and physical education learning area.
3. High level of research, conceptual, analytical and report writing skills.
4. Well developed communication and interpersonal skills, including negotiation skills.
5. Demonstrated experience in policy formulation and analysis, and the provision of advice to senior management.
6. Demonstrated experience in contract and project management, including project evaluation skills.

DESIRABLE

1. Relevant tertiary qualifications in education.
2. Relevant experience in the use of personal computer software applications.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

APPOINTMENT CRITERIA

SECTION 6 - APPOINTMENT FACTORS

- Successful 100 point Identification check.
- Successful Criminal Record Screening clearance.
- Successful Pre-Employment Integrity check.

Location	Shenton Park	Accommodation	Nil
Allowances	Nil	Specialised Equipment Operated	Nil

SECTION 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

BRANCH/DIVISION HEAD

DIRECTOR GENERAL

SIGNATURE

SIGNATURE

DATE

DATE

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date

Created on

Last Updated on: March 2017

HSS REGISTERED