



JOB DESCRIPTION FORM

SECTION 1 – OFFICE IDENTIFICATION

EFFECTIVE DATE OF DOCUMENT: 8/6/2018

ORGANISATION: Department of the Premier and Cabinet
DIVISION: Policy and Reform
BRANCH: Federal-State Relations
SECTION:

CLASSIFICATION: Level 8	POSITION NUMBER: DPC16042
TITLE: Manager	
AGREEMENT/AWARD: Public Service and Government Officers CSA General Agreement	
LOCATION: West Perth	

SECTION 2 – REPORTING RELATIONSHIPS

<p>DIRECTOR</p> <p>Class 2</p>
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Other offices reporting to this office	
Title	Level
Principal Project Officer	8
Principal Policy Officer	7

<p>MANAGER FEDERAL-STATE RELATIONS</p> <p>Level 8</p>

Officers under direct responsibility	
Title	Level
Senior Policy Officer	6
Policy Officer	5
Policy Officer	4
Project Officer	3
Executive Assistant	3

SECTION 3 – KEY RESPONSIBILITIES

The Manager Federal-State Relations provides high level strategic advice to the Director in relation to the development, coordination, implementation and review of Government policies from across portfolio and national perspective.

SECTION 4 – STATEMENT OF DUTIES

Summary of Duties

Details

Strategic Alignment

Facilitate the development, coordination, implementation and review of Government policies from across portfolio and national perspective.

Coordinate high-level negotiations, including facilitating and informing Government policy, with key stakeholders across State Government.

Facilitate Western Australia's response to the Council of Australian Governments (COAG) agenda and coordinate Briefing Notes and additional information for all COAG-related meetings.

Provide high-level analysis, advice and support to the Director General and Premier's Office on highly sensitive, complex and confidential whole of Government issues, policies and initiatives as they arise.

Assist the Director in engaging and negotiating with the Commonwealth, Ministerial Offices, State agencies and other jurisdictions regarding the development and implementation of National Partnership Agreements and policies.

Represent the WA Government on intergovernmental committees, taskforces, meetings and relevant projects.

Critical Thinking

Understand specific policy development in the context of whole-of-Government priorities and the Government's policy agenda and contribute significantly to the direction of the policy agenda or framework.

Identify and communicate the short and longer-term impacts of proposed policy reform and national agreements including social and financial impacts.

Communication and Engagement

Build productive working relationships across the Department and with Ministerial Offices, other State Government agencies and other jurisdictions, in order to engage in high level negotiation and mediation.

Guide briefings and work with internal and external stakeholders to ensure they are well informed.

Build consensus where possible through negotiation, mediation and appreciation of diverse perspectives whilst clearly articulating the State's agreed policy position.

Manage competing agendas from various stakeholder groups by working collaboratively.

Policy Implementation and Evaluation

Ensure policy improvements across government and prioritise attention on critical areas of policy performance.

Ensure the evaluation of policy effectiveness and performance is supported by ongoing research and evidence.

Ensure any reshaping and refining of policy is supported by ongoing research and evidence.

Management

Manage the unit and its resources to achieve desired objectives in relation to Federal-State relations.

SECTION 5 – SELECTION CRITERIA

Essential

Shapes and Manages Strategy

Understands the organisation's objectives and links between the business unit, organisation and the whole of government agenda. Gathers and investigates information from a variety of sources, and explores new ideas and different viewpoints. Probes information and identifies any critical public sector issues.

Achieves Results

Evaluates ongoing project performance and identifies critical success factors. Values specialist expertise and capitalises on the knowledge within the organisation as well as consulting externally as appropriate. Responds in a positive and flexible manner to change and uncertainty. Monitors progress and identifies risks that may impact on outcomes. Adjusts plans as required.

Builds Productive Relationships

Builds and sustains relationships with a network of key people internally and externally. Recognises the positive benefits that can be gained from diversity and encourages the exploration of diverse views.

Exemplifies Personal Integrity and Self-Awareness

Acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints. Provides impartial and forthright advice. Challenges important issues constructively, stands by own position and supports others when required.

Communicates and Influences Effectively

Confidently presents messages in a clear, concise, and articulate manner. Translates information for others, focussing on key points and using appropriate, unambiguous language. Approaches negotiations with a strong grasp of the key issues, having prepared well in advance. Understands the desired objectives and associated strengths and weaknesses.

Desirable

Wide ranging knowledge of current State Government policies, priorities and practices in Western Australia
Relevant tertiary qualifications.

Relevant tertiary qualifications

SECTION 6 - CERTIFICATION

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

BRANCH/DIVISION HEAD

DIRECTOR GENERAL

SIGNATURE: _____

SIGNATURE: _____

DATE: _____

DATE: _____

As Manager I have reviewed the statement of duties and agree this is a current and relevant document.

NAME	SIGNATURE	DATE	INITIALLED BY HRSB

As the Employee I have reviewed the statement of duties.

NAME	SIGNATURE	DATE	INITIALLED BY HRSB