



Principal Policy Officer

Branch:	Aviation Policy and Programs
Directorate:	Transport Strategy and Reform
Position Number:	00025813
Classification:	Level 6
Physical Location:	140 William Street, Perth
Award/Agreement:	Public Service Award & Public Service and Government Officers CSA General Agreement

Department of Transport's vision is to have the best integrated and intelligent transport services and solutions for the State. We provide and enable safe, accessible and efficient movement for the economic and social prosperity of Western Australia.

The Department forms part of the Transport portfolio and includes Main Roads WA and the Public Transport Authority.

Our Values:

We welcome [*Fresh Thinking*](#) and finding better ways of working

We set [*Clear Direction*](#) and have the courage to follow through

We work together to deliver [*Excellent Service*](#)

We make things happen through our [*Great People*](#)

Department of Transport (DoT) is an equal opportunity employer and embraces diversity as we believe the best services come from a workplace in which varied viewpoints are welcomed and encouraged.

Overview of Directorate

The Transport Strategy and Reform Directorate exists to provide transport solutions to optimise the current and future use of the transport system for people and freight through regulation, incentives, charges, information and influence to minimise congestion, improve access and enhance freight efficiency to benefit the WA community.



Overall Purpose of the Role

Manages and contributes to policy, program and project management activities to meet Transport Strategy & Reform's strategic objectives.

Work Description

1. Plans, undertakes and manages research and analysis necessary for examining aviation policies, strategies and programs.
2. Investigate issues and/or develop and implement programs, projects and initiatives.
3. Actively participate in project teams and/or relevant TSR teams and take a proactive approach to the achievement of team objectives.
4. Manages the delivery of medium and selected large programs and/or projects (aviation and regional transport) that support the delivery of transport outcomes.
5. Adopt agreed project management methodologies, principles and templates.
6. Develops briefs for and oversees the work of contract consultants engaged to undertake research, analysis and policy projects.
7. Develop project statements and detailed actions plans.
8. Undertakes, assesses and reviews State and National aviation policies, prepares new policies and recommends strategies for their implementation.
9. Represents the Department on appropriate committees and working parties.
10. Establish and maintain a network of key internal and external stakeholders to consult, facilitate and negotiate the development of information and support implementation of programs, projects and initiatives.
11. Provides strategic and policy advice to senior management, the Director General and Minister, and drafts Departmental and Ministerial correspondence and Briefing Notes, technical reports and public discussion documents as required.
12. Prepare reports, briefings, project updates and other required written documentation.
13. As assigned by the Director or Program/Project Lead, undertake other duties.



Work related requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department's values.

Criteria

ESSENTIAL:

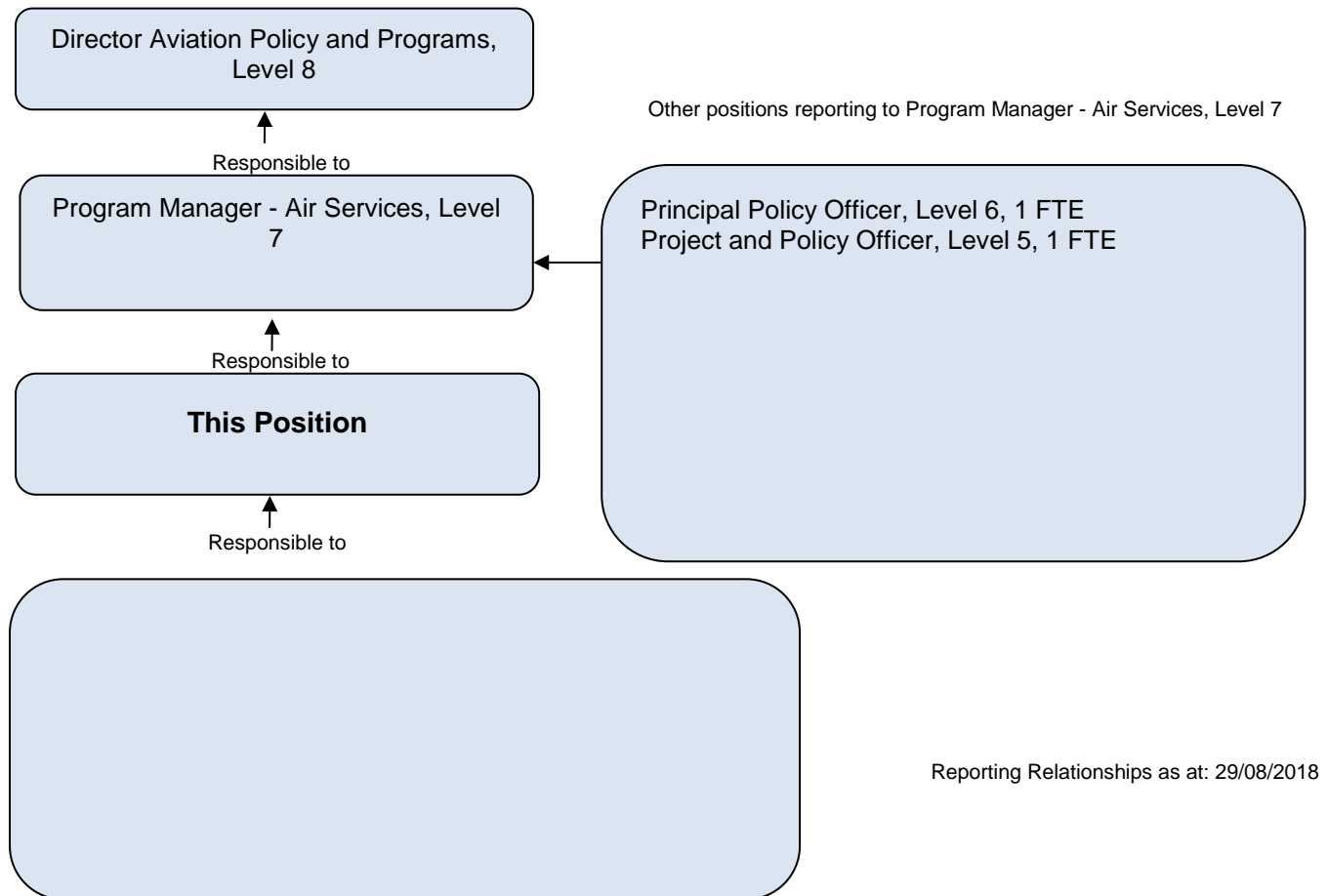
1. Substantial experience in a relevant transport field or operational role and/or a relevant degree qualification.
2. Well-developed policy formulation skills regarding strategic issues.
3. Proven research and analytical skills.
4. High level communication (written and oral) and interpersonal skills including the ability to relate effectively with a range of stakeholders on complex issues.
5. Ability to lead and work in a team environment and contribute to the achievement of team goals.
6. Proven ability to plan, prioritise and manage projects and activities.
7. Considerable economic analysis/assessment expertise.

DESIRABLE:

Nil



Reporting Relationships



Allowances/Special Conditions

NIL

Certification

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

**Executive Director
People and Organisational Development**