

POSITION DETAILS

Position Title

Senior Policy Officer

Position Number

10995

Classification Level

Level 6

Award/Agreement

PSGO CSA GA 2017

Division/Directorate

Policy, Planning and Research

Branch/Section

Policy and Partnerships

Physical Location

140 William Street, Perth

Effective Date

25/09/2018

Employment Type

Permanent

Full time

REPORTING RELATIONSHIPS

Position reports to

10753 – Manager, Grants and Programs, Level 7

Positions reporting to this position

Nil

PURPOSE OF THE POSITION

Develops and maintains high level government and cultural partnerships, policies and programs to inform the strategic planning and policy process for the DLGSC. This position has particular responsibility for Indigenous, cultural heritage and collections areas of work in line with the DLGSC's Strategic Plan.

ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

MISSION	VISION	VALUES
Enlivened and successful communities and economy	To facilitate lively communities and economy and the offering of outstanding and inclusive sporting and cultural experiences	Vision Excellence Diversity Leadership Integrity

DLGSC Objectives

- To partner with local government to deliver good governance to community
- To promote participation and achievement in sport, recreation, culture and arts
- To support and grow the cultural industries
- To promote the benefits of cultural diversity and social inclusion
- To provide opportunities in the hospitality sector by reducing red tape on the liquor and gambling industries
- To celebrate Aboriginal culture and preserve history and traditions

DLGSC Approach

We will achieve this by:

- Working collaboratively across other State Government departments
- Creating synergies and find efficiencies in business functions
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of Government targets
- Community focussed engagement and partnerships

DUTIES OF THE POSITION

This section outlines the results and outcomes required of an individual in this position.

1. Develops knowledge and awareness of cross-government policies and programs that impact on the cultural sector to achieve the Department's objectives and outcomes.
2. Develops and implements culture and arts policy and programs initiatives particularly in the areas of Indigenous, cultural heritage and collections.
3. Liaises with State and Commonwealth Government departments; the private sector; and the arts and culture sector to develop proposals for cultural sector support.
4. Undertakes research and consultation as required interpreting information to assist in policy and program development and evaluation.
5. Develops and maintains partnerships and effective working relationships across the government and cultural sectors.
6. Acts as Executive Officer to policy working parties/committees as required.
7. Prepares Ministerial correspondence, speeches, briefing notes and papers as required.
8. Contributes to the development, implementation and evaluation of relevant operational and project plans.
9. Assists the Section's Manager in organising the operations of the Section including staff, effective use of resources and high quality service delivery.
10. Other duties as required with respect to the skills, knowledge and abilities of the employee.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the Department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

WORK RELATED REQUIREMENTS

Essential Pre-employment requirements: e.g. qualifications, licences

Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.

Please note that a criminal record does not necessarily disqualify you for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.

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. Demonstrated experience in project and contract management requiring quality outcomes with challenging timelines involving multiple stakeholders.
2. Demonstrated experience in development and management of partnerships to achieve organisational objectives.
3. Good working knowledge of current trends and issues in the cultural and arts sector in particular the Indigenous and/or cultural heritage fields.
4. Knowledge of, and experience in, contemporary management practices, with particular emphasis on project planning and resource allocation.
5. Sound knowledge of processes involved in arts policy development, consultation, analysis and evaluation.
6. High-level verbal and written communication skills with particular emphasis on professional writing in a government context.
7. Demonstrated high level interpersonal and consultation skills with the ability to build effective working relationships with people at all levels.
8. In the context of this role, have the ability to apply the principles of risk management, occupational health and safety, equal opportunity and diversity in the workplace.

Desirable

1. Demonstrated experience in effectively and sensitively communicating with Indigenous Australians and/or diverse customer groups.

ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- A current (within six months) National Police Clearance Certificate will be required.

Appointment is subject to:

- 100 point identification check; and
- Criminal Records Screening clearance.

Training:

- Complete induction within three months of commencement;
- Complete any training specific to the role required by Departmental policy; and
- Complete the department's AEDM within six months of appointment

CERTIFICATION

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

.....
Corporate Executive Representative Signature

Date (DD/MM/YYYY)

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the Department's Code of Conduct.

.....
Employee Signature

Date (DD/MM/YYYY)

REGISTERED

DEPARTMENT OF LOCAL
GOVERNMENT, SPORT AND CULTURAL
INDUSTRIES

Initials: RF

Date: 25.09.2018