

Position Description

Position Title: Policy Officer

Classification Level: 5

Position Number: 3032900

Reports to: Senior Manager Climate Change, Level 8

Directorate / Division: Strategic Policy

Supervises: Nil

Branch / Section: Climate Change

Location: Perth (Moving to Joondalup early 2019)

Role summary

Contributes to the development of complex climate change adaptation policy initiatives across government. Participates in the work of various groups including intergovernmental and interdepartmental committees and taskforces. Liaises and builds rapport with public and private sector stakeholders to promote climate change adaptation policy development and implementation matters.

Responsible for

- Contributes to the development of complex and innovative climate change adaptation policy initiatives across government.
 - Participates in the work of various groups including intergovernmental and interdepartmental committees and taskforces.
 - Liaises and builds support with public and private sector stakeholders to promote climate change adaptation policy development and implementation.
 - Assists in providing policy advice to Government and other stakeholders and contributes to specialist comment on climate change adaptation policy proposals.
 - Assists in the performance evaluation of government programs and agencies in the achievement of policy outcomes, including:
 - assisting in the measurement of progress in achieving policy outcomes;
 - providing advice and evaluation on the impact of Australian Government policies on these outcomes;
 - contributing to the development, implementation, management and review of climate change adaptation policy response programs and projects.
 - Identifies emerging international, national and regional issues requiring a climate change adaptation policy response and proposes appropriate means to address those issues with regard for whole of government policy priorities.
 - Prepares reports, briefing notes, correspondence and speech notes.
 - Assists with the management of community and other stakeholder involvement in policy development processes.
 - Contributes to the continuous improvement of processes of the Divisional group
 - Undertakes other duties as directed.
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Work related requirements

The following is to be read in the context of the preceding sections of this document.


Essential

1. Sound interpersonal, oral and written communication skills to successfully interact and cooperate with Ministers staff, senior officers across a wide variety of organisations, including private sector and non-government organisations and other governments.
2. Demonstrated ability to work effectively in small, professional, high performance teams in innovative approaches to the achievement of strategic objectives.
3. Sound knowledge of and experience in a policy support and advisory service, including formation, implementation, review and evaluation of innovative policy.
4. Demonstrated project management skills, with a proven ability to work cooperatively with and influence interagency working groups, projects and programs.
5. Sound knowledge of and experience with climate change science and policy, and preferably in climate change adaptation policy and practice.

Desirable

1. Demonstrated sound conceptual, analytical and problem solving skills relevant to a multi-dimensional policy environment.
2. A Bachelor of Science degree in a relevant discipline or an approved equivalent qualification.
3. Some experience providing advice to Government on climate change/greenhouse issues

Our Values



Our values underpin everything we do, they guide the way we conduct our work, how we engage with each other and deliver services to our customers. The ability to demonstrate how you will apply our values is important to us.

Special Equipment/Requirements

Nil

Position Certification

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

Signature _____ **Date:** _____
Chief Human Resources Officer

Signature _____ **Date:** _____
Executive Director