



JOB DESCRIPTION FORM

SECTION 1 – OFFICE IDENTIFICATION

EFFECTIVE DATE OF DOCUMENT: 8/05/2018

ORGANISATION: Department of the Premier and Cabinet
DIVISION: State Services
BRANCH: Ministerial Offices
SECTION:

CLASSIFICATION: Level 8	POSITION NUMBER: DPCT2625
TITLE: Senior Policy Adviser	
AGREEMENT/AWARD: Public Service and Government Officers CSA General Agreement 2017	
LOCATION: West Perth	

SECTION 2 – REPORTING RELATIONSHIPS

CHIEF OF STAFF
CLASS 2

Other offices reporting to this office	
Title	Level
Principal Policy Adviser	Level 9
Senior Media Adviser	SMA1
Senior Policy Adviser	Level 7
Senior Policy Adviser	Level 6
Executive Officer	Level 5



SENIOR POLICY ADVISER
Level 8

Officers under direct responsibility	
Title	Level



SECTION 3 – KEY RESPONSIBILITIES

The Senior Policy Adviser is responsible for advanced policy development, analysis and advice on complex and contentious issues relating to the Minister's portfolio responsibilities.

SECTION 4 – STATEMENT OF DUTIES

Summary of Duties

Details

Policy

Responsible for advanced policy development, analysis, monitoring and advice on complex and contentious issues relating to the Minister's portfolio responsibilities.

In consultation with the Minister, plans and coordinates strategies to manage policy priorities.

Develops strategies for acceptance of policy initiatives in Cabinet, Parliament, the community and by stakeholders.

Anticipates issues and responses relating to the Minister's portfolio and develops strategies to ensure successful conclusion.

Consults and negotiates with other Ministers and their officers, lobby groups, Chief Executive Officers and other senior staff of agencies on contentious issues concerning the development and implementation of Government policy.

Evaluates the performance of relevant Government agencies in the achievement of Government policy initiatives.

Researches, evaluates and advises on new and innovative policy programs drawing on knowledge of programs elsewhere in Australia and overseas and exercises judgements about their applicability in Western Australia.

Evaluates research findings of other advisers.

Develops and maintains relationships with Chief Executive Officers and other senior staff of portfolio and non-portfolio agencies and other stakeholders.

Represents the Minister at meetings and conferences.

Makes substantial input to the work of interdepartmental committees and special task forces addressing sensitive policy matters.

Responds directly to external inquirers seeking advice and guidance on complex policy issues.

Management

Provides leadership and motivation to other policy advisers.

Leads and manages the development of the Ministers Legislative Programme

Leads the preparation by other reports, briefing notes, correspondence, replies to Parliamentary Questions and speech notes for the Minister.

Other

Undertakes and coordinates special projects as required.

Other duties as required.

SECTION 5 – SELECTION CRITERIA

The selection criteria are to be read in conjunction with, and applied to the summary of duties.

Essential:

Extensive experience in the development, formulation, research, planning, implementation and evaluation of complex and sensitive policy and policy initiatives.

Highly developed conceptual, analytical and decision making skills.

Highly developed interpersonal skills to successfully interact and cooperate with Ministers, their staff, Director Generals, Chief Executive Officers, and senior officers across a wide variety of organisations in the private and public sectors.

High level of written and verbal communication and interpersonal skills, including the ability to lead and negotiate.

Demonstrated experience leading and managing project teams to ensure timely and effective delivery of policy advice.

Desirable

Tertiary qualifications in a relevant discipline.

Detailed understanding of the process for the development of Government policy in Western Australia.

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