



# JOB DESCRIPTION FORM

## SECTION 1 – OFFICE IDENTIFICATION

EFFECTIVE DATE OF DOCUMENT: 26/09/2019

<b>ORGANISATION:</b> Department of the Premier and Cabinet
<b>DIVISION:</b> Office of Digital Government
<b>BRANCH:</b> Analytic and Digital Services
<b>SECTION:</b>

<b>CLASSIFICATION:</b> Level 7	<b>POSITION NUMBER:</b> DPC18046
<b>TITLE:</b> Principal Policy Officer (Data Sharing and Analytics)	
<b>AGREEMENT/AWARD:</b> Public Service and Government Officers General Agreement	
<b>LOCATION:</b> West Perth	

## SECTION 2 – REPORTING RELATIONSHIPS

<p><b>Director</b></p> <p><b>Level 8</b></p>
--

Other offices reporting to this office	
<u>Title</u>	<u>Level</u>

<p><b>Principal Policy Officer</b></p> <p><b>Level 7</b></p>
--

Officers under direct responsibility	
<u>Title</u>	<u>Level</u>
Senior Policy Officer (Data)	Level 6

## SECTION 3 – KEY RESPONSIBILITIES

Provides high-level digital strategy and/or policy support and advice, and undertakes complex research and analysis in relation to the development, coordination, implementation and review of digital strategies, policies and/or frameworks from a whole of government perspective. Initiates and leads complex Digital Strategy and/or Policy projects.

## SECTION 4 – STATEMENT OF DUTIES

### Summary of Duties

#### Strategy and/or Policy

Initiates and undertakes complex research and evaluation tasks related to digital strategy and/or policy.

Reviews and evaluates the implementation and performance of whole of government digital strategies and/or policies programs and frameworks.

Provides high level advice and support on whole of government digital related matters that fall under the responsibility of the Office.

Consults with stakeholders to resolve complex public sector digital strategy and/or policy matters.

Builds effective relationships with stakeholders using appropriate communication, liaison, negotiation and networking skills with internal and external parties.

#### Project Management

Manages, implements and reports on, complex strategy and/or policy initiatives to deliver outcomes within budget and agreed timeframes.

Adopts a risk-based decision making approach that delivers quality outcomes.

#### Other

Prepares (and guides others in the preparation of) reports, briefing notes, presentations, speeches and correspondence.

Responds directly to external requests for advice on complex related matters such as whole of government digital related strategies, policies and/or frameworks.

Other duties as required.

## SECTION 5 – SELECTION CRITERIA

### Essential

#### **Shapes and manages strategy**

Manage the development of digital strategies, policies and/or frameworks aligned to the whole of government Digital Strategy.

#### **Achieve results**

Manage the development of innovative, evidence-based strategy and/or policy options which are robust, affordable and provide value for money.

#### **Communicates and influences effectively**

Demonstrate high level communication skills and an appreciation for nuance in order to deliver and present complex messages with clarity and select the appropriate medium for conveying information to a diverse range of audiences.

#### **Builds productive relationships**

Deliver desired outcomes through successful collaboration and engagement, and ensure effective monitoring and evaluation of strategy and/or policy performance.

#### **Exemplifies personally integrity and self-awareness**

Demonstrate ability to deal with competing priorities and deadlines, manage self and others to achieve operational objectives in a dynamic environment and in a key leadership role.

### Desirable

Relevant tertiary qualifications and/or industry certifications.

Knowledge of Parliamentary, Cabinet and Executive Government processes.

---

**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.

<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>	<b>INITIALLED BY HRSB</b>

As the Employee I have reviewed the statement of duties.

<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>	<b>INITIALLED BY HRSB</b>