

Job Description Form (JDF)

Position details

Position title:	Senior Policy Officer
Position number:	70191271, 70191272
Classification:	Level 6
Physical location:	Perth Metropolitan Area
Award:	PSA 1992
Agreement:	PSGOCSAGA 2017
Pillar:	Sustainability and Biosecurity
Directorate:	Biosecurity
Branch:	Animal Biosecurity and Welfare

Reporting relationships

Reports to:	Technical Area Manager, SCL4
Direct reports:	Nil

Role summary

Contributes to the development, implementation and review of strategic policy frameworks and responses to enable achievement of the Department's planned outcomes, and alignment with broader government objectives.

Provides policy advice and support and contributes to shaping the Department's forward program for policy development and implementation.

About us

The Department of Primary Industries and Regional Development's (DPIRD) role is to ensure that primary industries and regions are key contributors to the Government's agenda for economic growth and diversification, job creation, strong communities and better places. Our goals are to:

- **Protect:** to manage and provide for sustainable use of our natural resources and soils, and to protect Western Australia's brand and reputation as a reliable producer of premium, clean and safe food, products and services.
- **Grow:** to enable the primary industries sector and regions to increase international competitiveness, grow in value and social amenity and become a key pillar of the State's economy.
- **Innovate:** to support a culture of scientific enquiry, innovation and adaptation across primary industries and regions to boost industry transformation, economic growth and employment.

Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- We value **relationships** - Our relationships with our clients, colleagues and stakeholders are at the heart of everything we do
- We are **resilient** - We recover from setbacks, embracing and adapting to change because we have a clear focus on the big picture and long term impact
- We are **responsive** - We understand the needs of our clients, colleagues and stakeholders and add value by tailoring our solutions accordingly
- We focus on **results** - We strive to develop and provide excellent services that delivers meaningful results to the community we serve.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

Policy Development and Advice

- Contributes to the design, development and coordination of strategic policy initiatives to identify and address priority issues and develops responses and recommendations that informs policy advice for the Department, Minister and Government.
- Identifies and critically analyses highly complex and politically sensitive issues and concerns affecting policy outcomes to deliver evidence-based decision making and develops policy resolutions.
- Provides policy advice to the Executive, Minister and Government regarding current, evolving or emerging policy issues to facilitate executive decision-making.
- Reviews, analyses and evaluates the effectiveness of key policy initiatives and provides recommendations to Executive and the Minister.
- Develops and applies risk management methodologies to assist policy development, resource allocation and strategic planning, as required.

Stakeholder Engagement

- Builds and maintains strong working relationships with stakeholders and represents the Department in inter-agency committees, taskforces and government and non-government bodies at State and National level.
- Works collaboratively with Managers across the Directorate and Pillars, other Government departments and relevant private sector stakeholders to implement strategic initiatives and to inform, influence and leverage the Department's or whole of government approach where appropriate.
- Provides policy advice and support to inter-departmental committees, peak industry groups and National committees to facilitate the achievement of government objectives.

Corporate Responsibilities

- Prepares Ministerial briefing notes, responses to Ministerial and parliamentary questions and other reports, summaries and general correspondence, as required.
- Contributes to the Department's strategic planning and policy development activities.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Demonstrated policy support and advice, including policy formulation, implementation, review and evaluation.

Core capabilities

2. Build effective relationships: Well-developed written and verbal communication skills with the ability to deliver complex documents and reports in an effective and timely manner.
3. Challenge for innovation: Well-developed analytical and problems solving skills, including a demonstrated ability to develop innovative solutions to complex problems in order to meet organisational objectives.
4. Think strategically: Well-developed analytical and problem solving abilities.
5. Deliver in a changing environment: Well-developed planning and organisational skills including the ability to prioritise tasks and delivery taking into account competing deadlines.
6. Lead and empower others: Proven ability to work collaboratively within a team environment and contributes to the achievement of the team goals.

Desirable criteria

1. Possession of, or progression towards a relevant tertiary qualification.

Special requirements/equipment

- The contract of employment specifies terms and conditions relating to this position.

Certification

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

Delegated authority

Signature: 

Date: 17/10/2019

Position title: Deputy Director General, Sustainability and Biosecurity