



Chief Policy Officer Strategic Policy

Position number	00040719
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 9
Reports to	Executive Director, Strategy and Policy (EXDRED)
Direct reports	Various

Context

The Department of Education's strategic plan, outlines the commitment for every child to enjoy a high quality of education. This is an education underpinned by excellence in teaching, quality leadership and pathways from Kindergarten to Year 12 to meet the needs of the learner in preparing them to take the next step into the world of work or further education.

The Strategic Policy Unit is a newly established team within the Department's Strategy and Policy Division. The Unit will provide robust and informed advice to senior decision-makers on high-impact issues across the Department and system-wide, to support delivery of strategic priorities and ministerial directions. It will apply a structured and intentional approach addressing complex policy issues embedded within the broader education policy agenda underpinned by evidence, insight and engagement.

The Unit will work collaboratively with other Department Directorates to develop effective strategies to enhance educational outcomes across Western Australia and influence the future policy direction for the education sector in this State. The Unit will:

- create a stronger evidence base for strategic policy decisions
- develop bold, innovative and forward thinking policy positions
- facilitate consistent, Department-wide approaches to issues
- align Departmental effort with strategic directions and Government priorities.

In delivering these objectives the Unit has a secondary function of building strategic policy capacity across the Department.

The Chief Policy Officer will rely on interpersonal and leadership skills to support, influence and build leadership capacity within the Unit and across the Department. The Chief Policy Officer will facilitate high level, purposeful decision making to ensure a dedicated focus on equitable and excellent outcomes for all students.

The Chief Policy Officer will possess well-developed personal attributes such as a high level of personal integrity and commitment to the Department's strategic agenda. These

attributes also include the capacity to communicate effectively and provide contemporary, informed advice to help schools achieve improvement goals.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

The Chief Policy Officer is responsible for leading strategic policy reform across the Department. The position provides comprehensive, high-level advice and policy expertise to the Minister, Director General and Corporate Executive on strategic issues of system, state and national significance.

- Lead and direct the development, implementation and evaluation of evidence-based Departmental policies.
- Lead and direct research to inform the Department's position on specific policy issues.
- Oversee continual environmental scanning to keep abreast of the latest policy issues and contemporary practice including comparative analysis with other jurisdictions or programs.
- Facilitate strategic positioning to support evidenced based policy development.
- Oversee research and data collection and analysis to identify themes, opportunities, issues and trends.
- Direct the development and refinement of a range of high-quality briefing notes, research summaries and reports.
- Ensure cross-cutting policies are aligned to the Department's strategy.
- Represent the Department, and its interests, at various interagency, community, State and national forums.

Leadership and Human Resource Management

- Manage the Unit's resources to ensure appropriate outcomes are achieved within budget parameters.
- Adhere to the principles of equity and equal employment opportunity at all times.
- Oversee effective processes for employment within the Unit.
- Establish a leave management plan and manage employees' leave entitlements in accordance with relevant Awards, Agreements and Department policy.
- Coach, mentor and performance manage staff, foster ongoing performance development of staff and ensure opportunities are provided which maximise staff capabilities to deliver quality business outcomes.
- Foster a culture that encourages and values individuals and their contributions.

Stakeholder Support and Engagement

- Lead engagements with senior stakeholders and initiate formal and informal stakeholder consultations to ensure ongoing engagement and informed strategic policy development.
- Provide policy advice to the Minister, the Director General, other senior managers in the Department and key stakeholders.
- Provide information on key policy and strategic matters to stakeholders, including the Western Australian Council of State School Organisations, universities, unions, professional associations, national bodies and industry groups.
- Develop and manage partnerships and relationships with other government agencies, the community and across the Department to ensure the Unit's strategic, operational and operational requirements are met.
- Engage with key stakeholders, develop partnerships to address issues, advise on complex Commonwealth and State policy and ensure the successful delivery of the Department's strategic objectives.
- Further develop the Department's educational profile across the State and nationally.
- Respond to requests for Ministerial and other Government requirements as appropriate.

Selection criteria

Shapes and manages strategy

- Inspires a sense of purpose and direction
- Focuses strategically
- Harnesses information and opportunities
- Shows judgement, intelligence and common sense

Achieves results

- Builds organisational skills and responsiveness
- Marshals professional expertise
- Steers and implements change and deals with uncertainty
- Delivers intended results
- Manages financial and physical resources in a constrained environment

Builds productive relationships

- Nurtures internal and external relationships
- Facilitates cooperation and partnerships
- Values individual differences and diversity
- Guides, coaches and develops people

Exemplifies personal integrity and self-awareness

- Demonstrates public service professionalism and probity
- Engages with risk and shows personal courage
- Commits to action
- Displays resilience
- Demonstrates self-awareness and a commitment to personal development

Communicates and influences effectively

- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates persuasively.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

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

DIRECTOR GENERAL

Signature



Date

13 OCT 2020