



Position Description

Position Title:	<i>Policy Officer</i>	Classification Level:	<i>5</i>
Position Number:	<i>00022102</i>	Reports to:	<i>Principal Policy Officer, Level 7</i>
Division:	<i>Advisory Services</i>	Supervises:	<i>0 FTE</i>
Branch/Section:	<i>Government Policy and Strategy / Community Services Procurement Policy</i>	Location:	<i>Perth Metropolitan Area</i>

Our vision: driving practical, cost-effective and quality outcomes across government to benefit Western Australians

Our values define who we are and how we go about our business.

INSPIRING AND INFLUENTIAL

PASSIONATE AND COMMITTED

HONEST AND RESPECTFUL

BOLD AND INNOVATIVE

Our values underpin everything we do. They guide the way we work, how we engage with each other and the way we deliver services to our customers through being clear, courageous, authentic and building trust.

As a central government agency with a state-wide presence, Finance delivers services to the government, public sector agencies and the community, and places customers at the centre of its focus. Services include strategic policy advice and co-ordination; asset management (including planning, procurement and project management); assessment of market led proposals; and revenue collection and concessions.

Role summary

The Policy Officer undertakes research and provides low to mid-level procurement policy advice and education to agencies, community, and social sector organisations and businesses on community services procurement policy, practice and initiatives. The Policy Officer also promotes social and community services procurement and supplier diversity to Government agencies and has an understanding of current issues and emerging trends in the community services sector.

Your responsibilities

The successful applicant will be expected to:

Best Place to Work

- Demonstrate Finance's values in all interactions to contribute towards an innovative, customer focused, high-performing and values-led organisational culture, including actively identifying opportunities to build positive organisational culture.
- Understand and consider departmental objectives, and customer needs in work activities to inspire excellence.
- Contribute to the environment that enables members to flourish, embrace diversity, flexibility and opportunity to deliver fit-for purpose services aligned with Finance objectives.
- Ensure resources are used efficiently and effectively.
- As a member of the Government Policy and Strategy team, demonstrate initiative and be accountable for your work outputs and proactively contribute to the efforts of the team.
- Participate in and embrace coaching, feedback and capability building; and take initiative in personal growth and development.

Customer Centric

- Work proactively with customers/stakeholders to facilitate the delivery of relevant, contemporary and professional services and governance.
- Work collaboratively to achieve common goals, best practice and facilitate continuous business improvement and innovation.
- Ensure meaningful and appropriate communication with all customers and stakeholders.
- Work with Manager to develop and implement practices that deliver customer centric services required in an ever-changing environment.
- Engage and work proactively with customer to support/develop contemporary strategies and policies by identifying and implementing solutions to real-world Government Policy and Strategy team situations.
- Regularly confirm customer/stakeholder expectations to ensure that deliverables are high-quality, fit-for-purpose and aligned with Finance objectives.

Outcomes Focused

- Provide timely advice and education to Government agencies, community and social sector organisations and businesses in relation to the application social procurement policies and practices.
- Assist in monitoring the performance of existing policies, practices and guidelines, including data analysis and reporting on the impact of the Aboriginal Procurement Policy.
- Undertake research, develop various documents (including guides, reports, briefing notes, publications and correspondence).
- Conduct research and analysis into social procurement trends and make recommendations to the Principal Policy Officer, with respect to improvements.
- Conduct presentations to stakeholders (government and non-government) on matters associated with social procurement policy and practice to build knowledge and capacity.
- Assist in the development of partnerships between a range of stakeholders including community and social sector organisations and businesses, government agencies and other stakeholders.
- Perform other duties as directed.

What you need to bring to this role

To be read in the context of the preceding sections of this document. A clear demonstration of how you align with the Department's values is a prerequisite for appointments.

Essential

Shape and Manage Strategy

You will have well developed research, analytical and problem-solving skills with the ability to recognise and contribute to the achievement of organisational goals.

You will be able to demonstrate an understanding of WA procurement policy, practices and legislation, and other related government priorities.

Achieve Results

You will have the ability to establish task plans and simple project plans with measurable milestones to deliver objectives and work within agreed priorities.

You will have well developed organisational skills with the ability to manage competing priorities and resources to achieve quality outcomes.

Build Productive Relationships

You will have demonstrated ability to work autonomously, collaboratively and inclusively to build effective relationships and contribute towards a positive team environment.

Exemplify Personal Integrity and Awareness

You will have demonstrated self-awareness, accountability and commitment to contribute to departmental values in delivering quality outcomes.

Communicate and Influence Effectively

You will have a well-developed communication, interpersonal and negotiation skills with ability to liaise and deliver a customer-centric service.

Desirable

Possession of a relevant tertiary qualification (ie Strategic Procurement).

Pre-employment requirements

Australian Permanent Residency status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term.

Appointment is subject to:

- 100 point identification check; and
- Criminal Records Screening clearance

Special equipment/requirements

Nil

Certification

Verified by: Eleri Bishop, HR Project Officer, March 2021

Classification Evaluation Date:
