



Job Description Form

Pool – Policy Officer

Strategic Policy

Position details

Classification Level: 4

Award/Agreement: PSA 1992 / Public Sector CSA Agreement and subsequent agreement/s)

Position Status: Permanent – Full time

Organisation Unit: Strategic Reform, Strategic Policy

Physical Location: Perth CBD

Reporting relationships

Responsible to: 013055 Assistant Director Strategic Policy

This position: Generic Policy Officer - Level 4

Direct reports: NIL

Overview of the position

The Project Officer is responsible for supporting the analysis, development, review and implementation of a range of projects assigned under the Policy area.

Job description

As part of the Strategic Policy team, the successful applicant will be expected to:

- Work to improve communication and model integrity and respect in all interactions
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate

- Facilitate cultural and management reforms within the Department through leadership and engagement
- Represent the Department's interest on committees and working groups as required.

Role specific responsibilities

- Demonstrated project management experience, including the ability to successfully plan, organise and deliver one or more small to medium sized projects within agreed timeframes.
- Well developed analysis skills to conduct research and analysis on a range of identified issues and contribute practical and innovative solutions to problems and/or identify business improvements.
- Effective oral and written communication skills, including consolidation and delivery of written reports and briefing papers, presentation of findings, the ability to successfully consult with internal and external stakeholders and well developed interpersonal skills.
- Well developed ability to work effectively as part of a team, in a variety of roles to achieve team goals.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; understand the reasons for decisions and how they are related to their work, understand the work environment and identify issues that may impact own achievement and contributes to team planning, draw on information from a range of sources and to use common sense to analyse what information is important, anticipate issues that could impact on tasks and identify risks and uncertainties in procedures and tasks are all important for this role.

Achieve Results

The ability to; monitor progress against performance expectations to ensure deadlines are met, communicate outcomes to supervisor, apply and develop capabilities to meet performance expectations, demonstrate knowledge of new programs, products or services relevant to the position, work to agreed priorities, outcomes and resources and be responsive to changes in requirements are fundamental to this role.

Builds Productive Relationships

The capacity to; build and maintain relationships with team members, other teams, colleagues and clients, share information with team members, seek input from others, contribute to team discussions and ensure that others are kept informed, maintain an awareness of personalities, motivations and diverse qualities, treat people with respect and courtesy and an ability to act on constructive feedback.

Exemplifies Personal Integrity and Self-Awareness

An ability to; listen when own ideas are challenged, provide accurate advice to colleagues and clients and to check and confirm the accuracy of information prior to release, take responsibility for mistakes and learn from them, acknowledge when in the wrong, seek advice and assistance from colleagues and supervisor when uncertain. Engage with risk by providing accurate information, seeking guidance when required and reporting potential risk issues to supervisor.

Communicates and Influences Effectively

A demonstrated ability to; structure messages clearly and succinctly orally and in writing, focus on gaining a clear understanding of others comments by listening and questioning for clarity, check that own views have been understood, listen to differing ideas to develop an understanding of the issues are essential in this role.

Role Specific Criteria

- Demonstrated experience in policy development, implementation and evaluation.

Special requirements/equipment

Nil

Certification

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

Acting Executive Director Strategic Reform

Signature: _____ Date: _____

HR certification date: _____