



# Job Description Form

## Principal Policy Officer - Level 7

11 May 2023

### Role Overview:

This rewarding and challenging position provides high level policy support and advice and undertakes complex research and analysis in relation to the development, coordination, implementation and review of Government policies from a cross portfolio perspective.

To be successful in this role you will be a strategic thinker that can influence and drive complex high quality, evidence-based policy outcomes. You will draw on your exceptional written and verbal communication skills to establish understanding and achieve results. As an experienced practitioner, you will also mentor and readily share your knowledge and experience with the other members of the team.

<i>Intergovernmental Relations and Strategic Priorities</i>	<i>Community Policy</i>	<i>Infrastructure, Economy and Environment</i>
<p>This division works closely with the Australian Government and other State and Territories, pursuing the best outcomes for WA in intergovernmental negotiations and discussions. It provides strategic advice and support to the Premier and Cabinet, including for meetings of the National Cabinet. It also engages with the Australian Government on national security and emergency management matters and services to the Indian Ocean Territories. Key priorities for 2023 include:</p> <ul style="list-style-type: none"> <li>• Leading the negotiation of Commonwealth funding agreements</li> <li>• Significant reform agenda, including health system reform, climate action and vocational education and training.</li> <li>• Developing strategies to counter national security risks such as foreign interference and violent extremism.</li> </ul>	<p>The Community Policy Unit provides policy advice, develops effective partnerships, and provides leadership on strategic, complex, and whole-of-government policy matters to deliver on the Premier and Cabinet's economic and social priorities. The division works across the sector and in national forums to tackle long term social challenges for Western Australians. Some of the areas that we contribute to include:</p> <ul style="list-style-type: none"> <li>• Early Childhood Education and Care</li> <li>• Youth at risk</li> <li>• Disability</li> <li>• Community services</li> <li>• Strategic social policy coordination</li> </ul>	<p>The division leads whole-of-government activities that underpin the State's economy, job creation and delivery of positive social and environmental outcomes for the community.</p> <p>Within the division, the Economic, Environment and Industry directorate provides advice on strategic issues across economic, industry and environment policy, including the State's transition to a low carbon future.</p> <p>The Infrastructure and the Regions directorate provides advice on the development, planning, prioritisation, delivery and evaluation of the State's strategic infrastructure and regional development initiatives.</p> <p>Key priorities for 2023 include:</p> <ul style="list-style-type: none"> <li>• Decarbonisation and energy transition</li> <li>• A Just Transition for Collie</li> <li>• Perth City Deal</li> <li>• Resources Community Investment Initiative</li> <li>• Housing</li> </ul>

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## **Role Specific Requirements and Capabilities:**

*(The experience, qualifications and behaviours required to fulfil the role)*

**Shapes and Manages strategy:** Is strategically focussed and understands the Department's objectives and aligns operational activities accordingly. Gathers and investigates information from a variety of sources and explores new ideas and different viewpoints. Provides direction to others regarding the purpose and importance of their work.

**Achieves results:** Remain flexible and responsive to change in requirements. Sees projects through to completion, monitoring project progress and adjusting plans as required. Values specialist expertise and capitalises on the expert knowledge and skills of others. Contributes own expertise to achieve outcomes for the business unit.

**Builds productive relationships:** Effectively builds and sustains relationships with a network of key people at senior levels both internally and externally. Anticipates and is responsive to internal and external client needs. Consults and shares information and ensures others are kept informed of issues. Works collaboratively and operates as an effective team member.

**Exemplifies personal integrity and self-awareness:** Provides impartial and forthright advice, challenges important issues constructively and can defend own position when challenged. Acknowledges mistakes and learns from them and seeks guidance and advice when required. Adopts a principled approach and adheres to public sector values and Code of Conduct. Operates as an effective representative of the Department in public and internal forums.

**Communicates and influences effectively:** Confidently presents messages in a clear, concise and articulate manner. Selects the most appropriate medium for conveying information and structures written and verbal communication to ensure clarity.

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## **Desirable work-related requirements:**

A tertiary qualification in a relevant field.

Not sure if your qualifications or experience would be suitable? We're interested in people with a broad range of experiences and qualifications including (but not limited to) the following:

*Social science, community services, disability, access and inclusion, youth, Aboriginal stakeholder engagement, public health, law, communications, change management, economic analysis and policy, infrastructure delivery or policy, town planning, environmental, energy or climate policy, regional development, public policy strategic planning, project management, risk management, national security and emergency management.*

Experience in one of more of these areas is desirable but not essential and will help to determine the suitability of applicants for roles within different divisions or directorates, depending on their areas of focus and needs at any given time.