



# Job Description Form

## Senior Policy Officer - Level 6

11 May 2023

### Role Overview:

This position provides support and advice, assists in research, analysis, and project management in relation to the development, implementation, and review of Government priorities from a cross portfolio perspective. To be successful in this role you will have an inquisitive mind and be highly motivated to contribute to high quality policy outcomes that enable positive change. You will apply your highly developed research and analytical skills to inform the development and evaluation of evidence-based policy and use your well-developed written and verbal communication skills to establish understanding and achieve results. As an experienced policy practitioner, you will also mentor and readily share your knowledge and experience with the less experienced 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.</p> <p>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 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> |

---

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

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

### **Shapes and Manages Strategy**

Thinks strategically and understands the department's objectives. Supports this shared purpose and direction by aligning tasks to strategic objectives and communicating expectations.

Harnesses information and opportunities by gathering information from a variety of sources and maintains an awareness of critical issues. Shows judgement, intelligence and common sense.

### **Achieves Results**

Takes responsibility for managing projects to achieve results by monitoring progress and adjusting plans as required. Identifies and uses resources wisely. Responds positively to change and remains flexible and capable of determining the necessary course of action. Applies and builds professional expertise to achieve outcomes for the business unit.

### **Builds Productive Relationships**

Builds and sustains relationships with a network of internal and external stakeholders. Listens to, understands and recognises the needs and the contribution of others. Values individual differences and diversity. Shares learning and supports others by encouraging development and identifying learning and sharing this with others.

### **Exemplifies Personal Integrity and Self-Awareness**

Demonstrates public service professionalism and probity by adhering to public sector values and the Code of Conduct. Engages with risk and shows personal courage in challenging issues constructively. Commits to action to meet objectives and progress work. Promotes and adopts a positive and balanced approach to work. Demonstrates self-awareness and a commitment to personal development by reflecting on own behaviour and recognises the impact on others.

### **Communicates and Influences Effectively**

Confidently presents messages in a clear and concise manner. Focuses on key points and uses appropriate, unambiguous language. Listens, understands and adapts messages to the audience. Approaches negotiations with a strong grasp of the key issues and presents persuasive arguments.

---

## **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 or 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.