



Job Description Form

Policy Officer - Level 4

11 May 2023

Role Overview:

This position assists in the research and formulation of Government policy initiatives and develops advice on whole of Government matters for consideration by the Premier and Cabinet. In this role you will be supported and mentored by the broader team to increase your knowledge, refine your skills to progress your policy career.

To be successful in this role you will have an inquisitive mind and be highly motivated to contribute to supporting the delivery of high-quality policy outcomes that enable positive change. You will be a team player that can take instruction and apply your research and analytical skills to inform the development and evaluation of evidence-based policy. You will also be able to prepare written communications and deliver your findings in a professional manner.

<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"> • Leading the negotiation of Commonwealth funding agreements • Significant reform agenda, including health system reform, climate action and vocational education and training. • Developing strategies to counter national security risks such as foreign interference and violent extremism. 	<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"> • Early Childhood Education and Care • Youth at risk • Disability • Community services Strategic social policy coordination 	<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. 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"> • Decarbonisation and energy transition • A Just Transition for Collie • Perth City Deal • Resources Community Investment Initiative • Housing

Role Specific Requirements and Capabilities:

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

Shapes and Manages strategy: Thinks strategically by understanding strategic objectives that influence work goals. Supports a shared purpose and direction and understands and communicates reasons for decision to others. Harnesses information and opportunities. Draws on information from a variety of resources. Shows judgement, intelligence, and common sense.

Achieves results: Identifies and uses resources wisely to ensure deadlines are met and communicates outcomes to supervisor. Applies and builds professional expertise to develop capabilities to meet performance expectations. Takes responsibility for managing projects to achieve results and responds positively to change.

Builds productive relationships: Nurtures internal and external relationships with colleagues and clients. Contributes to team discussions, listens to, understands, and recognises the needs of others. Values individual differences and diversity and treats people with respect and courtesy. Acts on constructive feedback.

Exemplifies personal integrity and self-awareness: Demonstrates public service professionalism and probity by adhering to the Code of Conduct. Engages with risk and shows personal courage in providing accurate information. Commits to action by taking responsibility for the completion of work and takes initiative to progress work. Promotes and adopts a positive and balanced approach to work by maintaining effective performance in challenging situations. Demonstrates self-awareness and a commitment to personal development by seeking out opportunities.

Communicates and influences effectively: Communicates clearly and succinctly. Listens, understands, and adapts communication to the audience. Negotiate confidently by gaining understanding of the issues.

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.