



## Principal Policy Officer Strategic Policy Unit

<b>Position number</b>	00041300
<b>Agreement</b>	<a href="#">Public Sector CSA General Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 7
<b>Reports to</b>	Chief Policy Officer, Strategic Policy (Level 9)
<b>Direct reports</b>	Nil

### Context

The Strategic Policy Unit operates as part of the Strategy and Policy Division which is responsible for developing and implementing system wide strategies and policies to support Department and student educational outcomes.

The Strategy and Policy Division provides the overarching strategic policy direction and performance data to support on the ground delivery of education in schools. The division also includes Non-Government School Regulation, which oversees the registration and related compliance for non-government schools.

The Strategic Policy unit provides advice to senior leaders on Department and system-wide issues in order to support the delivery of strategic priorities and ministerial directions. The Unit applies a structured and intentional approach to address complex policy issues, underpinned by evidence, insight and engagement. It works across the Department to develop effective strategies to enhance educational outcomes across the State, and influence future policy direction.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Conduct research and analysis to develop system-wide strategies, policies and initiatives to address complex policy issues.
- Provide high-level advice to support design and development of strategic policies that reflect operational and community perspectives.
- Implement and manage strategic projects and keep abreast of contemporary strategic policy practice, critical issues and trends.
- Ensure the provision of seamless policy advice to Corporate Executive, Central Services, Regions and schools on strategic priorities and issues.

- Operate as part of a team and work collaboratively with relevant stakeholders to plan, design, implement, review or resolve matters related to strategic priorities and ministerial directions.
- Build and maintain collaborative working relationships and effective communication networks across all Department divisions and with external stakeholders.
- Prepare strategies, reports, guidance documents, briefing papers and submissions on matters related to the development of strategic policy across the Department.
- Represent the Department on internal and external committees and working parties in a range of contexts related to the design and development of strategic policies.

### **Selection criteria**

1. Demonstrated extensive knowledge and understanding of strategic direction of Western Australia's public education system and contemporary policies, frameworks and issues.
2. Demonstrated high-level project management skills with a proven ability to plan and coordinate initiatives in a complex environment.
3. Demonstrated highly developed conceptual, analytical and problem solving skills, including the ability to apply strategic thinking to achieve outcomes.
4. Demonstrated highly developed communication and interpersonal skills to build effective relationships and networks, including experience in undertaking high-level consultations, collaborations and negotiations.
5. Demonstrated highly developed written communication skills, including extensive experience in the preparation of complex reports, briefing papers and policy.
6. Demonstrated highly developed strategic planning skills with a proven ability to apply contemporary strategic policy tools and frameworks, coordinate, deliver and evaluate strategic outcomes.

### **Eligibility and training requirements**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

### **Certification**

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

### **ENDORSED**

Date            29 March 2021  
Reference    D21/0171268