



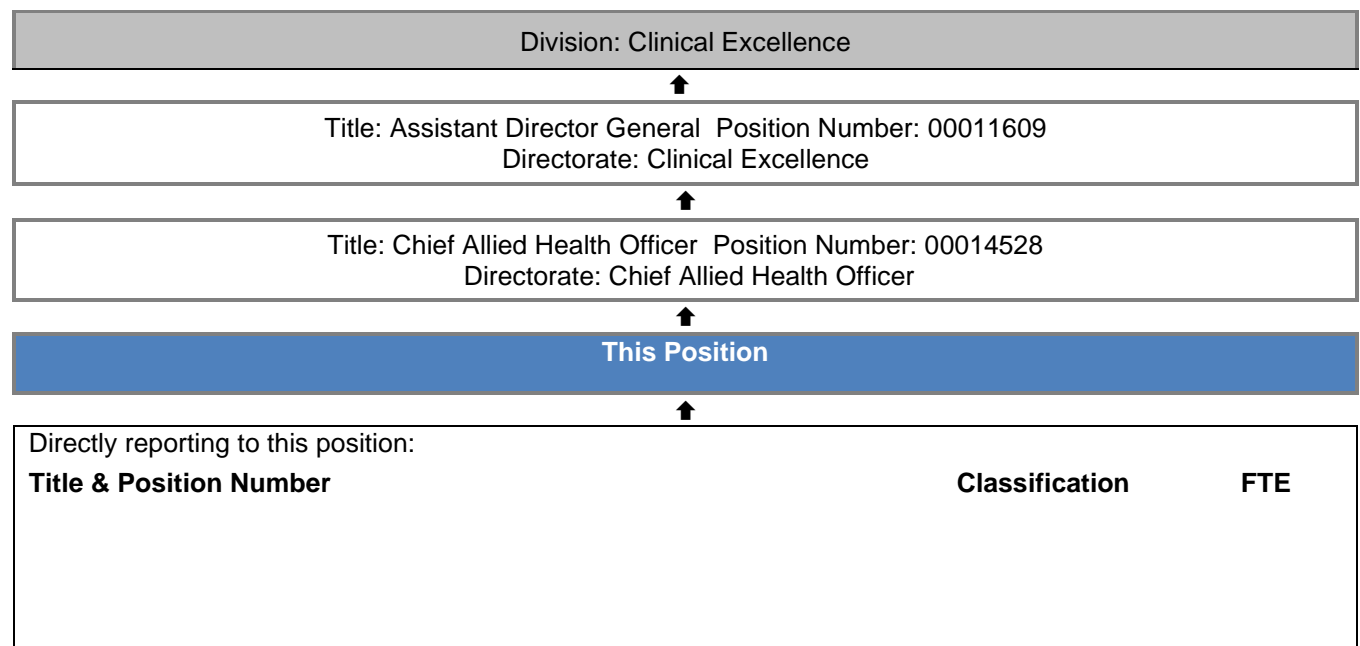
POSITION DESCRIPTION

Position Number	00014750
Position Title	Senior Policy Officer
Classification	PSO Level 7
Division	Clinical Excellence
Branch	Chief Allied Health Office
Position Status	Temporary
Award	Public Sector CSA Agreement 2019
Site Location	Perth

ORGANISATIONAL ENVIRONMENT

Our Vision	A WA health system that delivers safe, high quality and sustainable services that support and improve the health of all West Australians.
Our Mission	To lead and steward the WA health system.
Our Values	Respect, Excellence, Integrity, Teamwork, Leadership

REPORTING RELATIONSHIPS



KEY RESPONSIBILITIES

The Senior Policy Officer leads and manages the development, delivery and implementation of a portfolio of policy initiatives and reforms that support organisational objectives and Government commitments.

BRIEF SUMMARY OF DUTIES

This section outlines the results and outcomes required of an individual in this position.

Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.

Role Responsibilities

- Lead and undertake research, analysis and review of complex policy issues, identifying emerging issues, and developing evidence-based options and strategies, to ensure problems are resolved and risks are mitigated.
- Provide expert advice and information to inform relevant stakeholders and support policy directions.
- Lead and manage team/s to support the Department in meeting policy commitments and/or roll-out of significant policy initiatives.
- Develop and implement strategies for the monitoring and evaluation of all policy initiatives to identify risks and issues and ensure the achievement of desired outcomes.
- Lead and facilitate stakeholder engagement, consultation and negotiation on policy issues to identify and develop solutions and make recommendations that account for relevant factors and support sound policy decisions and approaches.
- Prepare reports, project plans, briefs and correspondence to inform or respond to the Department and/or Government requests.
- Maintain an awareness of state, national and international trends and issues in relation to legislation, policies and initiatives impacting on the department's strategic and business goals.
- Performs other duties as directed

WORK RELATED REQUIREMENTS

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

Essential Selection Criteria

Comprehensive skill, knowledge and demonstrated experience in:

- Policy initiation, development, implementation and evaluation
- Critical and conceptual thinking, analysis and decision making
- Effective interpersonal communication, negotiation and stakeholder engagement
- Provision of expert policy advice and support including the ability to write clearly and concisely in the preparation of high level reports, briefs, correspondence and policy documents
- Project management with delivery of agreed outcomes within required timeframes
- Leading and empowering teams including managing employee behaviour.

Desirable Selection Criteria

Possession of, or progress towards, a relevant tertiary qualification.

Appointment Factors

- Successful 100 point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity check.

CERTIFICATION

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

Manager/Supervisor	Director/Division Head
NAME:	NAME:
SIGNATURE:	SIGNATURE:
DATE:	DATE:

