

Job Description Form



Senior Policy Officer - Level 6 (Generic)

12 April 2024

Division/Directorate

Intergovernmental Relations and Strategic Priorities

Branch/Section

Strategic Priorities / Strategic Projects Unit

Reports to

Principal Policy Officer, Level 8

Supervises

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Operational Context:

The Strategic Priorities Directorate focuses on key government priorities, issues that cut across multiple portfolios, and provides a pragmatic approach to long standing issues that impact the wellbeing of the WA community and maximise Western Australia's opportunities with the Commonwealth government. The Directorate strives to achieve outcomes for the WA community by delivering projects, leading strategic policy development, and providing innovative policy ideas that drive real change.

Role Overview:

The Senior Policy Officer provides policy support and advice and assists with research and analysis in relation to the development, implementation and review of Government policies from a cross portfolio perspective.

Role Responsibilities:**Strategic Alignment**

- Support the Principal Policy Officer and Executive Director in the development, coordination, implementation and review of Government policies from cross portfolio and national perspective.
- Provide high-level analysis, advice and support to the Principal Policy Officer and Executive Director on highly sensitive, complex and confidential whole of Government issues, policies and initiatives as they arise.
- Participate in and assist the Principal Policy Officer and Executive Director with high-level negotiations, including researching and informing Government policy, with key stakeholders including the Commonwealth, Ministerial Offices, State agencies and other jurisdictions.
- Contribute to Western Australia's policy responses in relation to National Cabinet and develop Briefing Notes and additional information for all National Cabinet-related meetings.
- Interpret and use processes and principles involved in policy development such as circulars, cabinet and parliamentary procedures, Executive Council guidelines and regulatory guidelines.

Critical Thinking

- Understand specific policy development in the context of whole-of Government priorities and the Government's policy agenda and contribute to the development of the policy agenda or framework.
- Investigate the political implications of policy options. Understand how options are related to departmental and wider government objectives and to the policy priorities of other jurisdictions.

Communication and Engagement

- Negotiate, mediate and collaborate in developing policy with key stakeholders including the Commonwealth, Ministerial Offices, State agencies, external stakeholders and other jurisdictions.
- Develop resources to inform briefings and negotiations, taking into account potential risks and impacts of policy change (both qualitative and quantitative) on the community, State agencies and government as a whole.
- Identify the sensitivities and diversity of the target audience and tailor communication appropriately.
- With the support of the Principal Policy Officer and Executive Director, represent the Department and/or the State Government in a range of interagency and cross-jurisdictional forums.

Policy Implementation and Evaluation

- Undertake and interpret ongoing environmental scanning, including analysis and consultation with key stakeholders, in the evaluation of policy effectiveness and performance and recommend a course of action.
- Liaise and work with key stakeholders to improve policy in practice, identifying critical areas for attention and resolve problems effectively.

- Manage stakeholder engagement across relevant portfolio areas and policy areas.

Other

- Mentoring and supporting the development and work of other policy officers.

Corporate Responsibilities:

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Performs other duties as directed.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the Department and complying with all provisions of the *Work Health and Safety Act 2020*.

Role Specific Requirements and Capabilities

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

Essential

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

- Relevant tertiary qualifications.

Pre-Employment Requirements

To be eligible for permanent appointment to the Department, employees must be eligible to live and work in Australia indefinitely. Employees engaged on fixed term appointments require a valid work visa for the duration of the entire employment contract.

Appointment is subject to:

- 100-point identification check; and
- Criminal Records Check

Certification

Executive Director Signature:

People Services:

Date:

Date: