



## Position Description

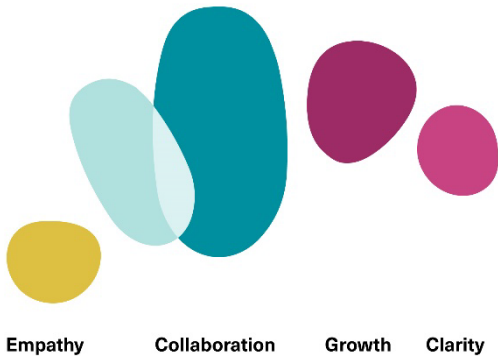
Position Title:	Policy Support Officer	Classification Level:	4
Position Number:	00009164	Reports to:	Principal Policy Officer Level 7
Directorate:	Procurement Policy and Governance	Supervises:	Nil
Branch/Section:	Advisory Services	Location:	Perth Metropolitan Area

### Our Vision

We serve Western Australia to deliver what is needed today to achieve a better tomorrow

### Our Purpose

To lead and deliver services on behalf of the Government and for the benefit of the community



### Our Values

Our values define who we are, how we communicate, interact, develop and work together. Our values underpin everything we do.

Our values are **Clarity, Empathy, Collaboration** and **Growth**.

As a central government agency with a State-wide presence, Finance leads and delivers services to the Government, public sector agencies and the community, and places customers at the centre of its focus.

Services include strategic policy advice, building and managing major community infrastructure and government office accommodation, leading, and supporting government procurement, collection of revenue and administration of grants and subsidies, and delivery of corporate services.

## **Role summary**

The Policy Support Officer undertakes a range of activities to assist the Procurement Policy and Governance branch meet client needs and co-operate objectives. This involves assisting and supporting other team members in all aspects of procurement policy and practice activities

## **Your responsibilities**

The successful applicant will be expected to:

### **Best Place to Work**

- Incorporate Finance's values in all interactions to support an innovative, customer focused, high performing and values-led organisational culture.
- Understand and consider team objectives, and customer needs in work activities to inspire excellence.
- Support and contribute to the environment that enables members to flourish and deliver fit-for purpose services aligned with Finance objectives.
- Use resources efficiently and effectively.
- As a member of the Commercial Procurement Policy team, demonstrate initiative and be accountable for your work outputs.
- Be open to coaching, feedback and capability building; and take initiative in personal growth and development.

### **Customer Centric**

- Work proactively with customers to enable the delivery of relevant, contemporary, and professional services and governance.
- Work collaboratively to achieve common goals, best practice and contribute to continuous business improvement and innovation.
- Ensure meaningful and appropriate communication with all customers and stakeholders.
- Assist and support team leader to develop and implement practices that deliver customer centric services required in an ever-changing environment.
- Regularly confirm expectations to ensure that deliverables are high-quality, fit-for-purpose and aligned with team objectives.

### **Outcomes Focused**

- Provide executive support, where necessary, to high level committees. This includes:
  - Coordinating regular meetings.
  - Preparation of administrative documents including minutes of meetings; and
  - Liaising with senior public servants.
- Contribute as a team member to the development of Branch strategies, policies, and processes.
- Provide research support into a diverse range of procurement matters where necessary.
- Liaise with agencies to collect Gateway data and enters and extracts Gateway data using software applications.
- Contribute to the ongoing development and continuous improvement of committee administration and data collection and management.
- Provide advice and information to clients and respond to enquiries.

- Assist and participate in the development of publications and materials for client proposals, presentations, promotions, professional development seminars and other forums.
- Coordinate and participate in presentations as required.
- Coordinate Gateway review training as required.
- Ensure that all relevant manuals and materials are reviewed and maintained regularly.
- Provide research support into new business opportunities, the maintenance of existing business and winning new business.
- Perform duties as directed.

### **What you need to bring to this role**

To be read in the context of the preceding sections of this document. A clear demonstration of how you align with the Department's values is a prerequisite for appointments.

#### **Essential**

##### **Shape and Manage Strategy**

You will have sound analytical and problem-solving skills with the ability to demonstrate how your own work contributes to the achievement of organisational goals.

You will have demonstrated computing skills using Microsoft Word, Excel, PowerPoint, Access, and Project.

You will have a good understanding of business and training development activities.

##### **Achieve Results**

You will deliver on plans and timeframes; and identify risks to achieve quality outcomes to suit individual client/business requirements.

You will have sound organisational skills with the ability to manage diverse workload and mitigate risks to achieve quality outcomes that address individual client/business requirements.

##### **Build Productive Relationships**

You will have demonstrated ability to work collaboratively and inclusively to build effective relationships and support a positive team environment.

##### **Exemplify Personal Integrity and Awareness**

You will have demonstrated self-awareness, accountability, and commitment to support departmental values in delivering quality outcomes.

##### **Communicate and Influence Effectively**

You will have sound communication, interpersonal skills, and the ability to deliver a customer-centric service.

#### **Desirable**

Tertiary qualifications in a relevant field (e.g., Arts, Business, Marketing).

Knowledge of Government procurement and contracting practices, processes, policy, and strategic directions.

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### **Pre-employment requirements**

Australian Permanent Residency status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term.

**Appointment is subject to:**

- 100 point identification check; and
- Criminal Records Screening clearance

**Special equipment/requirements**

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Nil

**Certification**

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Verified by: Dianne Terte, HR Officer, Oct 2022

Classification Evaluation Date: Oct 2019