



Job Description Form

Principal Policy Officer, Level 7 (DPC22011)

Date: 2 April 2024

Directorate:	Office of Digital Government	Reports to:	Director Digital Strategy and Governance
Branch/Section:	Digital Transformation and Strategy	Supervises:	0
Location:	Perth Metro		

Operational Context:

The Office of Digital Government is leading the digital transformation of the WA public sector to support agencies in improving service delivery to the community. This includes providing more convenient access to government services online, and not disadvantaging those who cannot or do not want to use digital services. Ensuring the WA Government's vision for digital reform, and progress Western Australia towards a more secure, sustainable and inclusive digital future is a crucial element of what we do.

Role Responsibilities:

Strategy and Policy

- Initiates and undertakes high-level strategy, analysis, policy and governance work to accelerate digital business transformation across the whole of government
- Reviews and evaluates the implementation and performance of whole of government digital strategies and policies programs and frameworks.
- Provides high level advice and support on whole of government business transformation, data and digital related matters that fall under the responsibility of the Office.
- Consults with stakeholders to resolve complex public sector business transformation, data and digital strategy and policy matters.
- Builds effective relationships with stakeholders using appropriate communication, liaison, negotiation and networking skills with internal and external parties.

Project Management

- Manages, implements and reports on, complex strategy and policy initiatives to deliver outcomes within budget and agreed timeframes.
- Adopts a risk-based decision making approach that delivers quality outcomes.



Other

- Prepares (and guides others in the preparation of) high level reports, briefing notes, presentations, speeches and correspondence.
- Responds directly to external requests for advice on complex related matters such as whole of government digital related strategies, policies and/or frameworks.

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)

- **Shapes and manages strategy**
Manage the development of strategies, analyses, policies and/or frameworks to drive digital business transformation in a complex and challenging environment.
Demonstrated high level public policy skills.
- **Achieves Results**
Manage the development of innovative, evidence-based strategy and/or policy options and initiatives which are robust and suit the needs of the business.
Demonstrate ability to be self-driven, think independently and find solutions.
- **Communicates and influences effectively**
Demonstrate high level written and verbal communication skills and an appreciation for nuance in order to deliver and present complex messages with clarity, and select the appropriate medium for conveying information to a diverse range of audiences.
- **Builds productive relationships**
Deliver desired outcomes through successful collaboration and engagement, and ensure effective monitoring and evaluation of strategy and/or policy performance.
- **Exemplifies personally integrity and self-awareness**
Demonstrated ability to manage competing priorities and deadlines. Provides impartial and forthright advice. Challenges important issues constructively, and stands by own position when challenged where this is appropriate.

Desirable

- Relevant tertiary qualifications and/or relevant industry certification.
- Knowledge of the Parliamentary, Cabinet and Executive Government processes.



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 Screening Clearance

Certification

GCIO Signature:

Date: 28 May 2024

People Services:

Date: 30 May 2024



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