



## Job Description Form

Directorate:	Office of Digital Government	Reports to:	Director
Branch/Section:	Data Unit	Supervises:	0 FTE
Location:	Perth Metro		

### Senior Policy Officer, L6 (DPC18045)

**Our vision is to lead a connected government that delivers a brighter future for Western Australians.**

The Department of the Premier and Cabinet (DPC) leads the public sector in providing whole-of-Government advice and support to the Premier and Cabinet in their service of the WA community.

Join us and work in a role where you can make a real difference to the lives of children, families, individuals and communities throughout Western Australia.

**Our values, *Leadership, Connection and Impact*, underpin the way we work.**

The Data Unit is an interdisciplinary team tasked with improving how the public sector uses evidence to make better decisions and policy. We work with a broad range of agencies and tackle the State's most complex social, health, environmental and economic issues. The work we do underpins better strategy, operations and service delivery in the whole sector.

#### **About the Role and Responsibilities**

The Senior Policy Officer contributes to high level policy and governance support and advice, and undertakes complex research and analysis in relation to the development, coordination, implementation and review of policies from a whole of government perspective. They also undertake complex data policy and governance projects to improve community outcomes.

#### **Policy and Governance**

- Undertakes assigned policy and governance research and evaluation tasks related to privacy and responsible information sharing legislation, policy and frameworks.
- Evaluates the application of whole-of-government data sharing policies, processes and programs.
- Provides high level written advice and documentation to support the development of legislation, policy, guidance, submissions and governance.

- Consults across the public sector through key data governance groups to assist in leading and driving data strategy, policy and reforms.
- Builds effective relationships with stakeholders, using appropriate communication and negotiation and networking skills with internal and external parties.
- Represents the Office as required.

### **Project Management**

- Undertakes and manages policy initiatives to improve responsible information sharing within agreed timeframes.
- Reports on risks and issues, and provides advice and recommendations on process improvements.

### **Other**

- Prepares high quality policy and governance reports, submissions, briefing notes, speeches and correspondence.
- Responds to requests for advice on matters.

### **Corporate Responsibilities**

- Exhibits accountability, professional integrity and respect consistent with DPC Values, the Code of Conduct, and the public sector Code of Ethics.
- 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
- Undertakes other duties as required.

### **Work Related Capabilities (Selection Criteria)**

- **Shapes and Manages Strategy**  
Demonstrated ability to evaluate complex policy issues, recognising strategic linkages and relationships. Strong ability to develop solutions based on sound analytical and conceptual skills and innovative thinking.
- **Achieves Results**  
Demonstrated ability to show initiative and remain flexible and responsive to change. Adopts an innovative approach to solving policy issues. Demonstrated research and evaluation capacity. Shares information with team members.
- **Builds Productive Relationships**  
Effectively builds and sustains relationships with a network of key people both internally and externally and works collaboratively and effectively as a team member.
- **Communicates and Influences Effectively**  
Confidently presents messages in a clear and concise manner. Focuses on key points and uses appropriate, unambiguous language. Selects the most appropriate medium for conveying information and structures written and verbal communication to ensure clarity.



- **Exemplifies Personal Integrity and Self-Awareness**

Exhibits a personal commitment to action by taking personal responsibility for meeting objectives and progressing work. Demonstrates self awareness and commitment to personal development by self-evaluating performance and seeking feedback from others.

**Desirable**

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

You must also be eligible to live and work in Australia indefinitely. Employees engaged on fixed term appointments need a valid work visa for the duration of their contract.

Appointment is also dependent on a 100-point identification check and Criminal Records Screening Clearance.

**Certification**

Authorising Signature:

**People Services:**

**Date: 12/6/24**

**Date:**