



## Job Description Form

Directorate:	Office of Digital Government	Reports to:	Director
Branch/Section:	Data Unit	Supervises:	3 FTE
Location:	Perth Metro		

### Principal Policy Officer, L7 (DPC22007)

**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 Principal Policy Officer undertakes high level strategy, analysis, policy and governance work to develop data capability across the whole of government. They provide support and advice in relation to the development, coordination, implementation and review of initiatives that support government use of data for better decisions, policy and operations from a whole of government perspective.

#### **Strategy and Policy**

- Initiates and undertakes high-level strategy, analysis, policy and governance work to develop data and linkage capabilities across the whole of government to inform better decisions, policy and operations across all agencies and portfolios.
- Reviews and evaluates the implementation and performance of whole of government data strategies, policy programs and frameworks.

- Provides high level advice and support on whole of government data and linkage related matters that fall under the responsibility of the Office.
- Consults with stakeholders through key data governance groups to resolve complex public sector business transformation, data strategy, policy and governance 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**

- 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**  
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.
- **Achieve 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.

**Desirable**

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

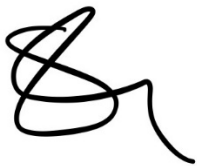
**Pre-Employment Requirements**

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:**



**Date: 12/6/24**

**People Services:**

**Date:**