# Job Description Form – Principal Policy and Strategy Officer

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| **Position number:** | 15912 | **Classification:** | Level 7 |
| **Division:** | Strategy and Performance Accountability | **Branch/section:** | Strategy and Transformation |
| **Reports to:** | 15461 – Director Strategy and Transformation L8 | **Direct reports:** | 1 |

## About the Department

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| Mission | Vision | Values |
| To lead the public sector in community – focused delivery with a high performing organisation and thriving workforce. | Western Australia is celebrated as the best place to live in Australia. | Respectable  Accountable  Responsive  Open-minded  Integrity |

## Context

Strategy and Performance Accountability lead the development of organisational capability across the following functions:

* corporate governance and audit
* strategic policy coordination
* strategy and transformation (which includes project management and business improvement).

It works collaboratively with partners across Department of Local Government, Sport and Cultural Industries and government to deliver shared outcomes and benefits for our stakeholders.

## Position purpose

This role provides strategic planning delivery and policy advice to effectively manage the development and delivery of agency-wide projects as aligned with the department’s, government, and portfolio areas strategic objectives.

## Responsibilities

1. Provides consultancy advice, support and research services to senior management and the Minister regarding policy and strategic planning analysis.
2. Provides strategic input, leadership and management of projects relating to the department’s responsibilities.
3. Undertakes and/or manages projects that contribute to the effective, efficient and cost effectiveness of the department’s responsibilities.
4. Undertakes complex research and evaluation on matters relating to the governance and operations of the department’s responsibilities.
5. Identifies analyses and manages the development and implementation of policy that impact on the governance and operations of the department’s responsibilities.
6. Research information and prepares reports together with recommendations to the development of policy.
7. Contributes to the development of plans and systems as it relates to the planning and development of the department’s responsibilities.
8. Establishes, maintains and manages regular and professional working relationships with a range of stakeholders to ensure there is appropriate input to the development of policies.
9. Represents the department on committees and working parties relevant to the planning for the development and delivery of the department’s responsibilities.
10. Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
11. Perform any other duties as assigned or necessary to support the objectives of DLGSC.

## Work related requirements

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

### Essential

1. Shapes and manages strategy

* Inspires a sense of purpose and direction.
* Focuses strategically, understanding and delivering work within a broad environmental context.
* Harnesses information from a variety of sources and explores opportunities with an open mind.
* Shows judgement, intelligence, and common sense.

1. Achieves results

* Builds organisational skill and contributes own expertise for the benefit of the business unit; encourages others to draw upon this knowledge.
* Steers and implements change and deals with uncertainty.
* Selects the best option from a range of potential solutions; demonstrates how recommendations solve the key problems identified.
* Maintains focus on quality to achieve key outcomes and deliver intended results.

1. Builds productive relationships

* Builds and nurtures internal and external relationships.
* Facilitates cooperation and partnerships, sharing information and ensuring people are kept informed of progress and issues.
* Values individual differences and diversity.

1. Exemplifies personal integrity and self-awareness

* Acts professionally and impartially at all times, demonstrating public service professionalism and probity.
* Engages with risk and shows personal courage.
* Commits to action.
* Promotes and adopts a positive and balanced approach to work.
* Demonstrates self-awareness and a commitment to personal development.
* Ability to understand and operate within the mission, vision and values of the Department.

1. Communicates and influences effectively

* Communicates clearly and succinctly, both orally and in writing.
* Listens, clarifies, understands and adapts messages to audience.
* Negotiates confidently, anticipates the stance of other parties in advance and positions own case accordingly.

### Desirable

1. Relevant tertiary qualification and/or demonstrated relevant experience.

## Special conditions

Nil.

## Pre-employment requirements

All department positions require a current Criminal History Check (National Police Certificate or equivalent) prior to commencement.

100-point identification check (certified copies of ID required)

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| Registration date | 22 July 2024 |