Job Description Form – Senior Policy Officer

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| **Position number:** | 15385 | **Classification:** | Level 6 |
| **Division:** | Racing, Gaming and Liquor | **Branch/section:** | Strategic Regulation |
| **Reports to:** | 13855 | **Direct reports:** | Nil |

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

The Racing, Gaming and Liquor team regulates and maintains the integrity of all lawful racing, gambling, and liquor activities in the state by providing guidance for industry to maintain compliance with relevant legislation for the benefit of all Western Australians.

Position purpose

The position supports DLGSC’s strategic direction through policy formulation, implementation, and evaluation; including implementation and assessment of legislative changes related to racing, gaming, and liquor portfolio. This position is responsible for board and committee support and other initiatives in line with State Government and DLGSC’s Strategic Plan.

Responsibilities

1. Undertakes research and evaluation of strategic policy and initiatives in consultation with key stakeholders, to contribute to policy development and review.
2. Prepares discussion papers, briefings, submissions and reports, and responses to DLGSC Executive and ministerial enquiries.
3. Undertakes and manages projects and activities, and maintains systems, policies and processes ensuring outputs/performance meets required expectations.
4. Develops and manages projects and procurement plans and other initiatives in line with State Government and DLGSC’s priorities. This includes performance measures, tender documents and evaluation plans, contract management, and consultation and stakeholder management.
5. Maintains awareness of trends and identifies emerging issues within the regulated industries including assessing the impacts of Commonwealth legislation/policy on State legislation/policy.
6. Coordinates and prepares corporate reporting as required, including briefing notes for Estimate Hearings.
7. Provides support such as a meeting agenda and including executive support, to relevant statutory bodies as required.
8. Submit board / committee member remuneration / contributions and financial consolidations.
9. Undertakes regular consultation and liaison with internal and external stakeholders as relevant to the portfolio.
10. Represents DLGSC and participates on working parties / committees at State and National level as required.
11. Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
12. 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. Demonstrated high-level experience in board support preparing agendas and writing minutes, including managing corporate governance of boards and committees, ensuring compliance with Public Sector Commission requirements.
2. Demonstrated ability to interpret and apply legislation, within a regulatory authority, or similar environment.
3. Demonstrated experience in the development of legislation and policy aligned to government priorities and public interest, including the ability to develop, maintain, and monitor procedures on board and committee processes, procurement, receipting, and data collection.
4. Demonstrated verbal and written communication skills to prepare complex documents including ministerial correspondence, briefing notes, and performance reports.
5. Demonstrates analytical skills and ability to address policy issues and develop policy options to support organisational objectives.
6. Ability to managing projects, from tender development and evaluation to contract management.

Desirable

1. Extensive knowledge of legislation administered by the Division

Special conditions

Current WA Driver’s licence

Pre-employment requirements

All department positions require a current Criminal History Check (National Police Certificate or equivalent) and 100-point Identification Check prior to commencement.

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| Registration date | 11/07/2024 |