# Job Description Form – Principal Policy Officer

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| **Position number:** | 15906 | **Classification:** | Level 7 |
| **Division:** | Strategy and Performance Accountability | **Branch/section:** | Strategic Policy Coordination |
| **Reports to:** | 13890 – Director Strategic Policy L8 | **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

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

The position is responsible for supporting the strategic direction of the Department by providing high level support and advice on a broad range of matters to assist the Government formulate policy, engagement and legislative change relating to the department’s portfolio areas.

## Responsibilities

1. Leads and manages projects and activities, and develops and maintains systems, operational risk management plans, policies and processes ensuring outputs/performance meets required expectations
2. Manages and develops staff in accordance with departmental policies.
3. Communicates the Department’s strategic direction and develops operational and risk management plans accordingly.
4. Provides strategic support through:

* undertaking research and evaluation of strategic policy and initiatives in consultation with key stakeholders.
* identifying emerging issues and developing innovative responses to operational and portfolio related issues to meet government objectives and stakeholder requirements.
* preparing discussion papers, briefings, submissions and reports, and responses to complex ministerial enquiries.

1. Undertakes high level consultation and negotiation with government and key industry stakeholders to assist in policy development, implementation and evaluation.
2. Provides high level advice to:

* support the strategic direction of the Department and the development of relevant policy and legislation.
* assist the Department to contribute to broader government policy and legislation.

1. Represents the Department and participates on various working parties/committees at both a State and National level.
2. Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
3. 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

* Investigates information from a variety of sources, undertakes critical analysis and forms logical and accurate advice and strategies.
* Inspires a sense of purpose and direction, with the ability to shape and influence activity in support of organisational goals and values.
* Skills in research and policy development, implementation and evaluation
* Knowledge of and skills in interpreting legislation.

1. Achieves Results

* Working with a high degree of independence and authority takes responsibility for achieving results within agreed resources, timelines and legislative requirements.
* Anticipates and resolves potential issues, and manages conflicts and risks, initiating change as required.
* Evaluates activities for effectiveness, impact, cost and value for money and identifies opportunities for continuous improvement.

1. Builds Productive Relationships

* Negotiates, influences, mediates and collaborates with internal and external stakeholders to develop options and to resolve conflicts.
* Identifies, initiates, builds and manages productive working relationships and partnerships with a network of key internal and external stakeholders.

1. Exemplifies Personal Integrity and Self-Awareness

* Demonstrates behaviour in accordance with the standards and principles set out in applicable codes of ethics/conduct and departmental standards, values and policies including reliability, managing personal behaviours and working cooperatively.
* Reflects on own behaviours and work style understanding the impact on others and on performance.

1. Communicates and Influences Effectively
2. Negotiates with a strong grasp of the key issues, encourages debate and with the support of relevant stakeholders facilitates an agreed course of action.
3. Presents, negotiates and influences confidentiality and effectively at senior levels and at a range of meeting or events.

## 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 | 26 July 2024 |