**Senior Policy Officer, Level 6 (DPC05199)**

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| Directorate: | Aboriginal Engagement and Community Policy | Reports to: | Assistant Director |
| Branch/Section: | Community Policy Division | Supervises: | Nil |
| Location: | Perth Metro |  |  |

# 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.

Our areas of responsibility include Office of Digital Government, Intergovernmental Relations and Strategic Priorities, Aboriginal Engagement and Community Policy, Infrastructure, Economy and Environment and State Services.

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 Community Policy​ Division provides support to the Premier and Cabinet to achieve their economic, social and wellbeing objectives by leading and coordinating cross government policy development and implementation advice on social policy matters, with a particular focus on tackling long term issues.

**About the Role and Responsibilities**

The Senior Policy Officer provides policy support and advice and assists with research and analysis in relation to the development, implementation and review of Government policies from a cross-portfolio perspective relating to Community policy.

**Role Responsibilities**

**Strategic Alignment**

* Manages projects to develop whole of government solutions to complex matters relating to the community policy portfolio in Western Australia.
* Undertakes the development, coordination, implementation and review of Government policies from a cross-portfolio perspective. Providing high-level analysis, advice and support on whole of Government issues, policies and initiatives as they arise.
* Provides policy, governance and executive support to various bodies such as interdepartmental and intergovernmental committees and taskforces.
* Negotiates, mediates and collaborates in developing policy with key stakeholders.
* Contributes to the identification and investigation of emerging community policy issues requiring a strategic policy response and the appropriate means to address those issues.
* Mentors and supports the development and work of other policy officers.

## 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)

**Essential:**

* **STRATEGIC FOCUS**. Thinks strategically and understands the department’s objectives. Supports this shared purpose and direction by aligning tasks to strategic objectives and communicating expectations. Harnesses information and opportunities by gathering information from a variety of sources and maintains an awareness of critical issues. Shows judgement, intelligence and common sense.
* **ACHIEVES RESULTS.** Takes responsibility for managing projects to achieve results by monitoring progress and adjusting plans as required. Identifies and uses resources wisely. Responds positively to change and remains flexible and capable of determining the necessary course of action. Applies and builds professional expertise to achieve outcomes for the business unit.
* **BUILDS PRODUCTIVE RELATIONSHIPS**. Builds and sustains relationships with a network of internal and external stakeholders. Listens to, understands and recognises the needs and the contribution of others. Values individual differences and diversity. Shares learning and supports others by encouraging development and identifying learning and sharing this with others.
* **EXEMPLIFIES PERSONAL INTEGRITY AND SELF-AWARENESS.** Demonstrates public service professionalism and probity by adhering to public sector values and the Code of Conduct. Engages with risk and shows personal courage in challenging issues constructively. Commits to action to meet objectives and progress work. Promotes and adopts a positive and balanced approach to work. Demonstrates self-awareness and a commitment to personal development by reflecting on own behaviour and recognises the impact on others.
* **COMMUNICATES AND INFLUENCES EFFECTIVELY**. Confidently presents messages in a clear and concise manner. Focuses on key points and uses appropriate, unambiguous language. Listens, understands and adapts messages to the audience. Approaches negotiations with a strong grasp of the key issues and presents persuasive arguments.
* **CULTURAL COMPETENCY**. Demonstrated understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples and demonstrated ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples.
* **KNOWLEDGE AND UNDERSTANDING OF RELEVANT LEGISLATION**. Sound knowledge of relevant Commonwealth and State legislation and regulations.

**Desirable**:

* Relevant tertiary qualifications

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

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| Authorising Signature: |  | People Services: |  |
| Date: |  | Date: |  |