# Job Description Form – Senior Policy Officer

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| **Position number:** | 15977 | **Classification:** | Level 6 |
| **Division:** | Strategy and Performance Accountability | **Branch/section:** | Strategic Policy |
| **Reports to:** | 15906 – Principal Policy Officer L7 | **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 Strategy and Performance Accountability (SPA) team supports and facilitates collaborative coordination across all business areas to deliver whole-of-agency key objectives enabling a one-DLGSC approach. SPA provides strategic direction and insight for a unified DLGSC and drives evidence-informed decision making that supports communities, industries and sectors.

We build, strengthen and nurture relationships and engage with external stakeholders to achieve shared goals. SPA leads the agency in meeting and upholding corporate, legislative and social obligations, and supports business areas to do the same through capacity building and guidance. We ensure the highest standards of governance and performance through the delivery of transparent reporting and compliance. SPA consists of 5 teams:

* Strategic Policy
* Child Safeguarding Implementation Unit
* Governance and Risk
* Performance Analysis and Reporting
* Strategy and Transformation

## 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

This section outlines the essential results and outcomes required of an individual in this position.

1.Policy Development and Strategic Advice

* Develops policies, strategies and programs in relation to complex issues relating to the portfolio areas of the Department.
* Monitors, analyses, reports and provides advice on economic, social and community issues and policy and legislative initiatives of all tiers of Government that impact the portfolio areas of the Department.
* Provides high level advice and draft responses to ministerial requests, speech notes, Parliamentary questions, briefing papers and other correspondence.
* Represents the Department and contributes to the work of inter-departmental and inter-governmental committees and working groups.
* Maintains an up-to-date understanding of current state, national and international trends relevant to the portfolio areas of the Department.
* Evaluates and analyses policy proposals to amend existing legislation or create new legislation administered by the Department.
* Undertakes the development of new or amending legislation in accordance with the State Government’s Regulatory Impact Assessment process.
* Prepares Cabinet Submissions, Drafting Instructions, EXCO Papers for new and amending legislation.

2.Research and Analysis

* Undertakes research,analysis and environmental scanning to identify trends and emerging issues impacting the portfolio areas of the Department, and develops relevant and appropriate policy advice, discussion papers, literature reviews, research reports and publications.
* Plans, coordinates and undertakes research and consultation activities to develop evidence-based responses and recommendations to support development, implementation and evaluation of program activities and identifies options for improvement.
* Plans, organises and analyses complex statistical data/information and presents reports appropriate to a range of audiences including internal staff, government and non-government organisations and the general public.
* Works with relevant agencies and Departmental staff to ensure statistical/monitoring data is aligned to state, national and international methodologies and standards.
* Assesses and provides advice on policies, programs and proposals of other public sector agencies, community and internal groups.

3.Communication, Consultation and Liaison

* Establishes and maintains effective working relationships and collaborative arrangements with peers and colleagues within the Department.
* Develops and maintains a network of internal and external contacts to consult and facilitate the development and dissemination of information and support the development and implementation of projects and initiatives.
* Develops relationships with professionals across government, industry, community and academia contributing to ongoing improvements in public policy.

4**.** Project Management

* Leads, manages and evaluates complex projects and monitors service delivery activities to ensure quality and standards that contribute to achievement of the Department’s goals and objectives.
* Using specialist project and program knowledge, provides stakeholders and staff with advice, information, referrals and guidance.

5**.** Other Duties

* Models the DLGSC values in all interactions to support a collaborative and positive organisational culture.
* Create an environment that supports staff to flourish and deliver their best work for customers ensuring staff understand what is expected of them and how it aligns with the DLGSC’s values.
* Other duties as required that fall within the position parameters.

1. Comply with the Department’s Code of Conduct, policies and procedures and relevant appropriate legislation.
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

Role specific requirements

1. High level experience in the development, formulation, planning , implementation, and evaluation of strategic policy and policy initiatives.
2. Well-developed research, analytical, conceptual and strategic thinking skills with experience in developing evidence based responses, recommendations, advice and innovative solutions.
3. Excellent verbal and written communication skills and with experience in presenting information clearly, concisely and effectively in discussions, briefings, written reports and correspondence.
4. Well-developed interpersonal skills and proven ability to manage effective consultation with a range of stakeholders and develop, build and maintain strong working relationships.
5. Strong time management skills and ability to prioritise tasks, identify recources and manage and progress projects in line with identified agency priorities.

### Desirable

1. A tertiary degree in a relevant field.
2. Experience in interpreting and applying legislation.

## Special conditions

Nil.

## 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 | 20 January 2025 |