



Job Description Form

Policy Officer, Level 4 (Generic)

Division/Directorate:	Intergovernmental Relations & Strategic Priorities	Reports to:	Manager
Branch/Section:	Intergovernmental Relations	Supervises:	0 FTE
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 Intergovernmental Relations Directorate consists of the Inter-governmental Relations unit, the Indian Ocean Territories unit and the Office of State Security and Emergency Management.

The Directorate is the State Government's and Department's key advisor on Commonwealth-State matters. It also drives collaboration across the Western Australian Government on key intergovernmental policy priorities, strengthens inter-jurisdictional relationships and works to achieve better outcomes for Western Australia in relation to Commonwealth-State policy priorities.

The Directorate also leads engagement with the Australian Government on the delivery of state-type services to the Indian Ocean Territories and on national security and emergency management matters.

About the Role and Responsibilities

The Policy Officer assists in research and formulation of Government policy initiatives and advice across the whole of Government for consideration by the Premier and Cabinet.



Strategic Alignment

- Develop an understanding of the processes and principles involved in policy development such as circulars, cabinet and parliamentary procedures, Executive Council guidelines and regulatory guidelines, and know which to use and when.
- Understand the role, accountabilities and obligations of public sector employees.
- Develop an understanding of existing legislation, political framework and policy.
- Identify the government's current priorities and how they affect policy development and support the development of a policy agenda or framework.
- Work with internal and external stakeholders to understand the risks and impacts of policy change.
- Identify and use relevant, authoritative evidence sources and new approaches or ideas and provide briefings that set out the issues clearly.

Critical Thinking

- Gather relevant international and cross-jurisdictional policy precedents. Assist in the evaluation of the integrity and comparability of data.
- Understand the need to use recognised policy analysis techniques in formulating policy options including cost benefit analysis, social impact, environmental cost and value for money.
- Understand that different options may have different levels of viability and that policy benefits need to be aligned with departmental objectives.

Communication and Engagement

- Undertake consultation with staff involved in program delivery to understand issues and identify options.
- Assist in the development of clear and concise communication materials (verbal and written). Ensure that communication is appropriately targeted to the audience.
- Support the decision-making process by anticipating and responding to requests for information from stakeholders.

Policy Implementation and Evaluation

- Assist with project planning, project management, delivery and contracts to achieve policy outcomes.
- Assist with environmental scanning to support ongoing monitoring and evaluation of policy effectiveness and performance.
- Understand the need to develop relationships with policy professionals. Understand the need for ongoing improvements in policy science and management.



Other

- Other duties as required.

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

- Knowledge, understanding and demonstrated exposure to policy planning and policy formulation.
 - Well-developed research, analytical and conceptual skills with the ability to solve problems.
 - Well-developed verbal and written communication skills with the ability to write quality materials including reports.
 - Good interpersonal skills, including the ability to liaise effectively with senior officers in the public and private sectors, and to work in a team environment.
 - Well-developed organisational skills and demonstrated ability to work independently.
 - Demonstrated self-awareness and a commitment to personal development by seeking out development opportunities.

Desirable

- Tertiary qualification in a relevant discipline.
- Knowledge of the Parliamentary, Cabinet and Executive Government processes.

For permanent appointments 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

Authorising Signature:

People Services:

Date:

Date: