**Policy Officer, Level 5 (DPC02032)**

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| Division/Directorate: | Intergovernmental Relations and Strategic Priorities | Reports to: | Manager |
| Branch/Section: | Intergovernmental Relations | 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 Intergovernmental Relations Unit leads Western Australia’s engagement with the Australian Government and States and Territories. This includes leading the development of advice to support the Premier’s participation in National Cabinet meetings and coordinating action on outcomes, as appropriate. It also coordinates and manages collaboration within the State and liaison with other jurisdictions on a range of policy, funding and reporting matters.

# About the Role and Responsibilities

The Policy Officer provides policy support and advice, assists in research and analysis in relation to the development, implementation and review of Government priorities from a cross portfolio perspective.

**Strategic Alignment**

### Understand and can apply knowledge of government and its components. Contributes to policy development.

### Understand the role, accountabilities and obligations of public sector employees.

### Understand the political framework and interpret existing legislation and policy.

### Know the relevant subject matter and have an awareness of issues for relevant stakeholders.

### Research and interpret the public interest parameters in the development of public policy.

**Critical Thinking**

### Understand and apply different research methodologies and data sets (available and required) in developing policy options. Define the scope of the problem and identify whether the policy approach will achieve the required outcomes.

### Interpret information gathered from a variety of sources for the current policy agenda. Evaluate the integrity and comparability of data sources. Identify gaps in data sources.

### Investigate the practical implications of policy options and identify delivery partners. Understand each of the roles in the delivery system and the impacts of options for stakeholders.

**Communication and Engagement**

### Engage with staff and stakeholders involved in program delivery to identify issues and possible options.

### Develop and communicate key arguments clearly (verbal and written).

### Identify the preferred policy option based on reliable evidence to enable key people to make and defend decisions.

### Understand the legal implications for policy delivery. Adapt proposals to ensure the selected option will work in practice based on stakeholder feedback and concerns.

**Policy Implementation and Evaluation**

## Coordinate and manage projects in terms of process, management and delivery towards achieving policy outcomes.

## Monitor policy performance against agreed indicators. Share lessons learnt from policy evaluation.

## 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:**

**Shapes and Manages Strategy**

* Thinks strategically by understanding strategic objectives that influence work goals. Supports a shared purpose and direction, understands, and communicates reasons for decision to others. Harnesses information and opportunities by drawing on information from a variety of sources, using own judgement to analyse the information. Shows judgement, intelligence and common sense.

**Achieves Results**

* Focuses on quality and takes responsibility for managing projects to achieve results. Identifies and uses resources wisely. Applies and builds professional expertise to meet performance expectations. Remains flexible and responds positively to change in priorities.

**Builds Productive Relationships**

* Nurtures relationships with key internal and external stakeholders and colleagues. Listens to, understands and recognises the needs of others by sharing information and seeking input from others. Values individual differences and diversity. Shares learning and supports others within the team.

**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 when ideas are challenged. Learns from mistakes. Commits to action by taking personal responsibility for meeting objectives and progressing work. Promotes and adopts a positive and balanced approach to work Demonstrates self-awareness and a commitment to personal development by self-evaluating performance and seeking feedback from others.

**Communicates and Influences Effectively**

* Communicates clearly and adapts messages to suit the audience. Negotiates confidently and presents persuasive counter arguments.

**Desirable:**

* Relevant tertiary qualification.

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

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