Job Description Form – Principal Policy and Partnerships Officer

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| **Position number:** | 16021 | **Classification:** | Level 7 |
| **Division:** | Culture and the Arts | **Branch/section:** | Industry Partnerships and Development |
| **Reports to:** | 13738 | **Direct reports:** | 2 |

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. | Respectful  Accountable  Responsive  Open-minded  Integrity |

Context

The Culture and the Arts team supports a thriving WA arts and cultural sector and promotes participation and achievement in culture and the arts. The team works to highlight the social and economic benefits to the community from the creation of, and engagement in, high-quality arts experiences, including increased wellbeing and connection. We support these activities through grants and investment programs, research and policy development. Through recognising the importance of sharing Western Australia’s unique stories and cultures, including those of First Nations peoples, we make our communities richer, more vibrant and more engaged.

Position purpose

Manages the provision of high-level strategic support, research, advice, policy, investment processes and information to inform and promote the Department of Local Government, Sport and Cultural Industries (DLGSC) policies, programs and services.

Responsibilities

1. Assists the Director in the development, implementation and evaluation of the Division’s strategic, business and operational plans within the overall DLGSC strategic objectives.
2. Leads the development, implementation and evaluation of the strategic objectives in line with the Division’s/DLGSC’s strategic and operational planning requirements.
3. Manages the provision of high-level strategic support, research, advice and information to inform and promote the Division’s policies, programs and services.
4. Manages the operations, including staff development, effective use of resources and high-quality service delivery.
5. Attends to relevant Ministerial briefings, correspondence, reports and speeches as required.
6. Provides senior management advice, analysis and representation in relation to DLGSC, portfolio organisations, other government committees, reviews and inquiries.
7. Maintains effective liaison with state, Australian and local government departments and the private and non-government sectors on culture and the arts.
8. Participates as a member of the Division’s senior management team and along with other members, maintains a constructive and collegiate discipline within the team.
9. Maintains a knowledge and awareness of changes and developments in government and culture and the arts in Western Australia, as well as in the national and international arenas, in order to maximise culture and arts opportunities and outcomes for Western Australia.
10. Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
11. 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. Role Specific Requirements
   * Demonstrated experience in developing outcome-based policy, research, reviews and evaluation
   * High level people and project management skills in delivering projects and negotiating quality outcomes within challenging timelines
   * High level understanding and experience of program delivery systems, particularly for the culture and the arts sector
2. Shapes and Manages Strategy
   * Inspires a sense of purpose and direction
   * Focuses strategically
   * Harnesses information and opportunities
   * Shows judgement, intelligence and common sense
3. Achieves Results
   * Builds organisational skill and responsiveness
   * Marshals professional expertise
   * Steers and implements change and deals with uncertainty
   * Delivers intended results
4. Builds Productive Relationship
   * Nurtures internal and external relationships
   * Facilitates cooperation and partnerships
   * Values individual differences and diversity
   * Guides, coaches and develops people
5. Exemplifies personal integrity and self-awareness
   * Demonstrates public service professionalism and probity
   * Engages with risk and show personal courage
   * Commits to action
   * Displays resilience
   * Demonstrates self-awareness and commitment to personal development
   * Ability to understand and operate within the mission, vision and values of the Department
6. Communicates and Influences Effectively
   * Communicates clearly
   * Listens, understands and adapts to audience
   * Negotiates persuasively

Desirable

1. Tertiary qualification in an appropriate discipline.
2. Knowledge of WA arts and culture sector including trends plus knowledge of contemporary arts management practice

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 November 2024 |