



Job Description Form

Principal Policy Officer, Level 7 DPCT4049 Date: 12 November 2024

Division/Directorate:	Office of Digital Government	Reports to:	Director
Branch/Section:	Digital Transformation and Strategy	Supervises:	NIL
Location:	West Perth		

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 Office of Digital Government is leading the digital transformation of the WA public sector to support agencies in improving service delivery to the community. Our Office operates with a focus on values that drive our leadership, strengthen our connections, and amplify our impact across the Western Australian Government. These values underpin the way we approach digital transformation and service delivery.

About the Role and Responsibilities

The Digital Capability Fund (the Fund) has been established to advance digital transformation across the WA Government. With a value exceeding \$1 billion and over 100 funded initiatives, the Fund represents a substantial investment in modernising the state's digital infrastructure. In this role, you will help administer the Fund, support proposal assessment and prioritisation, and monitor and report on agency progress. This role drives strategic initiatives, policy development, and governance to advance digital transformation in alignment with the Digital Capability Fund framework. It involves providing expert support and advice, conducting complex research, and performing in-depth analysis to shape, coordinate, and implement whole-of-government digital transformation policies. The position also entails initiating, managing, and monitoring complex policy initiatives, leveraging data and project management methodologies to ensure the effective delivery of funded initiatives aligned with departmental objectives and broader government priorities.



Policy Development and Implementation

- Manages, implements, and reports on, complex strategy and policy initiatives to deliver outcomes within budget and agreed timeframes.
- Initiates and undertakes high-level strategy, analysis, policy, and governance work to accelerate digital business transformation across the whole of government
- Reviews and evaluates the implementation and performance of whole of government digital strategies and policies programs and frameworks.
- Provides high level advice and support on whole of government business transformation, data and digital related matters that fall under the responsibility of the Office.
- Consults with stakeholders to resolve complex public sector business transformation, data and digital strategy and policy matters.
- Builds effective relationships with stakeholders using appropriate communication, liaison, negotiation, and networking skills with internal and external parties.

Leadership

- Identifies priorities, pursues objectives with tenacity and display resilience in the face of challenges.
- Proactively develops team members and actively shares learning to promote efficiency and effectiveness.
- Displays empathy, compassion, humility and integrity, and a genuine passion for the work.

Stakeholder Engagement

- Prepares (and guides others in the preparation of) reports, briefing notes, presentations, speeches, and correspondence.
- Responds directly to external requests for advice on complex related matters such as whole of government digital related strategies, policies and/or frameworks.
- 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)

1. **Experience in driving strategic digital transformation initiatives.**
Demonstrated experience in leading and delivering high-impact, whole-of-government digital transformation projects that align with broader strategic objectives.
2. **Demonstrated expertise in policy development and governance**
Extensive experience in shaping, developing, and implementing policies and governance

frameworks that support digital transformation initiatives across government, ensuring alignment with evolving government priorities.

- 3. **High-level research and analytical capabilities.**
Demonstrated ability to think critically and strategically, leveraging research and analysis to drive optimal outcomes for digital transformation across the sector.
- 4. **Well-developed written and verbal communication skills**
Demonstrated ability to convey complex information clearly and effectively to a range of audiences through well-structured written and verbal communication. Skilled in preparing high-quality reports, briefings, and policy documents, ensuring clarity, accuracy, and relevance.
- 5. **Ability to build strong productive relationships through collaboration and engagement with internal and external stakeholders.**
Proven capability to establish and maintain effective relationships with a diverse range of stakeholders by fostering open communication, trust, and mutual respect. Demonstrates a collaborative approach to problem-solving and decision-making, engaging with internal and external stakeholders to achieve shared goals and drive successful outcomes.

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:



Date: 5/11/24

People Services:



Date: 12/11/2024