**Job Description Form**

**Principal Policy Officer**

**Position Details**

**Position Number:** Generic

**Classification:** Level 7

**Award/Agreement:** Public Sector Award and Agreement

**Organisational Unit:** Strategy and Partnerships / Family Domestic Violence

**Location:** Perth Metropolitan Area

**Classification Date:**

**Effective Date:** May 2023

**Reporting Relationships**

**This position reports to:**

Manager FDVRT Central, 013827, Level 8 /

Manager Strategic Policy, 018651, Level 8 /

Manager Strategic Policy and Practice, 013130, Level 8 /

Director Officer of Prevention of Family Domestic Violence, 013160, Class 1

Director Family Domestic Violence, 007570, Level 8

**Positions under Direct Supervision:**

This position may supervise a small team and oversee project resources as required.

**About the Department**

The Department of Communities is Western Australia’s major human services department that brings together vital services and functions that support individual, family and community wellbeing.

Working closely with our partners across government and the community services sector, our areas of responsibility include disability services; child protection; housing; homelessness; women’s interests; community services; prevention of family and domestic violence; seniors and ageing; volunteering; and youth. We also lead the State’s welfare recovery, following challenges presented by the COVID-19 pandemic.

We support many Western Australians, with a focus on some of the most vulnerable people in our state. The job we do is rewarding but can be challenging.

People, place and home is at the core of everything we do and why we do it.

We work for the people who make up our communities across Western Australia; we help people be the best they can be. We focus our efforts on building places that are inclusive and connected and offer everyone the opportunity to prosper. And we support children and families so that they can have a physically and emotionally secure place to call home.

We promote a diverse workforce and embrace a high standard of equal opportunity, health and safety, and ethical practice.

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.

**About Strategy and Partnerships**

Strategy and Partnerships undertakes strategic policy, partnerships and sector stewardship functions. Strategy and Partnerships is responsible for critical strategic policy projects across the Ministerial portfolio areas of child protection, prevention of family and domestic violence, women’s interests, homelessness, disability services, seniors and ageing, elder abuse, volunteering, youth, and carers and grandcarers.

The purpose of the Strategy and Partnerships division is to deliver better social, economic and cultural outcomes for individuals, families and communities by:

• developing high-level, long-term strategies across multiple portfolios in partnership with internal and external stakeholders to guide service delivery and investment decisions;

• leading the strategic management of key external partnerships to ensure Communities maximises opportunities, collaborates purposefully and communicates effectively;

• operating strategic policy units for identified priority areas that drive capability across Communities and the Western Australian Government, deliver guidance and strategic oversight to key portfolio matters, and are recognised widely for their expertise;

• delivering evidence-based policy and research to support sound decision making.

**Role Statement**

The Principal Policy Officer provides strategic advice and undertakes high level policy formulation and complex research and analysis in relation to the development of strategies and policies which build safe, strong, secure and inclusive communities with a focus on prevention of family, domestic and sexual violence and of violence against women. The role leads specific projects to achieve corporate objectives.

**Position Duties and Responsibilities**

**1. Policy Development and Implementation**

1.1 Maintains contemporary knowledge of the development and delivery of best practice strategies, policy and legislative change in the areas of disability services, child protection and family support, housing, homelessness, Seniors and ageing, volunteering, Youth, community services (including Carers) or community and regional initiatives.

1.2 Coordinates and contributes to the development of key organisational policies and strategies, initiatives and processes.

1.3 Develops, implements and monitors policies, strategies and frameworks.

1.4 Coordinates and undertakes research, analysis, reviews and evaluation of policy.

1.5 Undertakes complex analysis and prepares Feasibility Studies, Business Cases and Reports.

1.6 Represents the Division on internal and external committees and Working Parties and represents the Department at various Agency, community and State forums to deliver organisation and Divisional outcomes.

1.7 Maintains positive and effective working relationships with internal and external stakeholders.

**2. Project Management**

2.1 Coordinates and undertakes individual policy projects with a complex across Agency or Sector wide focus.

2.2 Coordinates and contributes to the development of across Agency and Government initiatives, including policy and funding frameworks.

2.3 Coordinates and contributes to the monitoring of progress and performance and internal and external reporting.

**3. Advice**

3.1 Coordinates and provides strategic advice on and input into policies and strategies to ensure they are aligned with Department and Government priorities and directions.

3.2 Researches and prepares high level reports, briefing notes, speeches, correspondence and other written material relevant to the outputs of the Division and for a wide audience including Parliament, Ministers, the Director General and Assistant Director General.

**4. Change Management**

4.1 Works effectively with Department staff to promote, develop and drive organisational change in the area of policy and strategy.

**Corporate Responsibilities**

1. Exhibits accountability, professional integrity and respect consistent with Communities Values, the Code of Conduct, and the public sector Code of Ethics.

2. Actively participates in the Communities performance development process and pursues professional development opportunities.

3 Participates in emergency or critical event response management duties as required.

4. Undertakes other duties as required.

**Work Health and Safety Responsibilities**

**All Employees (and Volunteers / Trainees / Contractors)**

1. Take reasonable care for your own health, safety and wellbeing at work, and that of others who may be affected by your actions or omissions; and comply and cooperate with safety and health policies, procedures and applicable legislated requirements.

**Supervisors (if applicable)**

2. In addition to the Employees WHS responsibility, ensure as far as practicable, the health, safety and wellbeing of staff under your supervision through the provision of a safe workplace in accordance with health and safety legislation.

**Essential Work-Related Requirements (Selection Criteria)**

The Selection Panel assesses applications against the work related requirements of the responsibilities of the position.

**1.** **Role Specific Requirement**

Demonstrated substantial experience in examining, reviewing and developing best practice, evidence-based policy and strategy.

Demonstrated knowledge of current trends and themes regarding working with diverse communities, including but not necessarily limited to, Aboriginal people and Aboriginal Community Controlled Organisations, disability, cultural and linguistic diversity, LGBTQIA+.

**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 skills and responsiveness.

Marshals professional expertise.

Steers and implements change and deals with uncertainty.

Delivers intended results.

**4.** **Builds Productive Relationships**

Nurtures internal and external relationships.

Facilitates cooperation and partnerships.

Values individual differences and diversity.

Guides, coaches and develops people.

**5.** **Communicates and Influences Effectively**

Communicates clearly.

Listens, understands and adapts to audience.

Negotiates persuasively.

**6.** **Exemplifies Personal Integrity and Self-Awareness**

Demonstrates public service professionalism and probity.

Engages with risk and shows personal courage.

Commits to action.

Displays resilience.

Demonstrates self-awareness and a commitment to personal development.

**Desirable Work-Related Requirements (Selection Criteria)**

1. Tertiary qualification in a relevant discipline.

2. Up to five years’ experience working in the prevention of family, domestic and/or sexual violence field in policy, strategy or operational environments in government, not for profit or academic sectors

**Essential Eligibility Requirements / Special Appointment Requirements**

1. Appointment is subject to a satisfactory Criminal Record Check conducted by the Department.

2. Candidates possessing international qualifications must provide assessment by the Overseas Qualification Assessment Unit (OQU) from Department of Workforce Development and Training WA or OQU assessment from another state for approval as an equivalent by the Executive Director, Department of Commerce.