**Policy Officer, Level 4   
(DPC11081)**

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| Division/Directorate: | Aboriginal Engagement and Community Policy | Reports to: | Assistant Director | |
| Branch/Section: | Aboriginal Engagement | 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 Aboriginal Engagement directorate aims to elevate the Aboriginal Affairs portfolio and drive systemic change across Government, with an objective to improve the economic prosperity and wellbeing of Aboriginal people and communities in Western Australia. This includes providing timely and relevant policy advice and embed strategic frameworks that facilitate a whole of government approach in engaging with Aboriginal people and communities.

# About the Role and Responsibilities

Assists in research and formulation of Government policy initiatives and advice from a cross-portfolio perspective, specifically around Aboriginal affairs.

* Provides support to the development of wide ranging and highly complex initiatives relating to Aboriginal affairs across whole of Government for consideration by the Premier and Cabinet.
* Contributes to the development and negotiation of whole of government solutions to complex matters.
* Assists in the evaluation of the impact of policies on Government programs and agencies in the achievement of Government initiatives.
* Assists in the evaluation and preparation of advice on new and innovative policy, drawing on knowledge of programs elsewhere in Australia and exercising judgements about the applicability in Western Australia.
* Assists in the coordination of agency views and the development of Government policy positions.
* Responds directly to external enquiries seeking advice and guidance on policy issues.
* Prepares and guides the preparation of reports, briefing notes, correspondence and speech notes.
* Convenes meetings as required by the Assistant Director, attends meetings, when necessary, takes notes and liaises with officers on follow-up actions.

## 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:*

* + Well-developed verbal and written communication skills, including the ability to prepare a range of written information.
  + Interpersonal skills, including the ability to liaise effectively with Aboriginal people and senior officers in the public and private sectors, and to work in a team environment.
  + Experience in policy formulation with well-developed research, conceptual and analytical skills.
  + Well-developed organisational skills and a demonstrated ability to work independently.

*Desirable:*

* + Relevant tertiary qualification.
  + Knowledge of the processes of Government

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: |  |