



Policy Officer

Level 5

Role Statement

The Policy Officer undertakes research and policy development to enable the Commissioner for Children and Young People to perform functions under the Commissioner for Children and Young People Act 2006 (WA). The position analyses information, creates a range of written communications, and works with stakeholders across various sectors of the community.

Responsibilities

Research and policy development

- Conducts research, analysis and evaluation of a range of matters relating to children, young people and regulatory matters.
- Develops policy and provides advice, including to external agencies and bodies, making recommendations where appropriate.
- Monitors, reviews and evaluates policies, strategies and initiatives, making recommendations for enhancement where appropriate.
- Prepares reports, briefing notes and correspondence.
- Contributes to the development of a range of projects and participates as a member of project teams.
- Contributes to the development of the Commissioner for Children and Young People's strategic and business plans.

Working relationships

- Develops and sustains networks in the public, private and non-government sectors and works cooperatively and positively with all stakeholders.
- Supports engagement and consultation activities with children and young people.
- Applies effective and appropriate negotiation methods suited to a range of audiences, with an ability to influence outcomes.
- Participates as a member of a team, creating productive working relationships.

Other

- Maintains an awareness of issues affecting children and young people.
- Undertakes other duties as required.
- Represents the Commissioner as required.

We are committed to

The safety of children and young people

Children and young people are entitled to live in a caring and nurturing environment and to be protected from harm and exploitation. Children and young people should be safe, feel safe and be respected wherever they are. The Commissioner for Children and Young People prioritises the safety and wellbeing of children and young people in all work of the office and in our work with other organisations.

We have an ongoing cycle of assessment, action and reflection in place and regularly review, update and refine policies and practices to assess their effectiveness and strive for excellence. We involve children and young people and their families in developing and reviewing our work.

Diversity

The Commissioner for Children and Young People and staff recognise, value and embrace the diversity of our Western Australian community, including our differences in culture, ethnicity, religious beliefs, sexuality, gender identity, age, abilities and life experiences. We are committed to providing an inclusive and respectful workplace for all staff.

Integrity

It is non-negotiable that the Commissioner for Children and Young People and staff act in the interests of the Western Australian community, and especially in the interests of children and young people each and every day. This is demonstrated through the decisions we make, the policies we enact and adhere to, and by the actions we take.

Selection Criteria

Essential

1. Experience in conducting research and developing policies which meet organisational objectives.
2. Developed communication skills with a proven ability to engage a diverse range of individuals and groups.
3. Well-developed conceptual and analytical skills including an ability to interpret and apply legislation and analyse data.
4. Ability to identify innovative solutions to complex and sensitive issues and problems.
5. Demonstrated ability to plan and organise work to meet timeframes.
6. Knowledge and understanding of contemporary issues and trends related to children and young people.
7. A current Working With Children card and a National Police Clearance.

Desirable

1. Tertiary qualification in policy, law, social or behavioural sciences, or related disciplines.

Reports to	Director (016488)
Leads	0 people
Location	Boorloo (Perth, WA)
TRIM reference	23/2442