Job Description Form – Senior Policy and Project Officer

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| **Position number:** | 16738 | **Classification:** | Level 6 |
| **Division:** | Racing, Gaming and Liquor | **Branch/section:**  **Legislation and Regulatory Support** | Strategic Regulation |
| **Reports to: Manager Legislation and Regulatory Support L7** | 13855 | **Direct reports:** | Nil |

Position purpose

The Senior Policy and Project Officer supports effective regulation of gaming and wagering in Western Australia through advice on regulatory approvals, policy formulation, research, and review. This position is also responsible for managing projects and other initiatives in line with the DLGSC service level agreement with the Gaming and Wagering Commission, State Government and DLGSC’s priorities.

Context

The Racing, Gaming and Liquor team regulates and maintains the integrity of all lawful racing, gambling, and liquor activities in the State by providing guidance for industry to maintain compliance with relevant legislation for the benefit of Western Australians.

Responsibilities

1. Undertakes research and evaluation of strategic policy and initiatives in consultation with key stakeholders, to contribute to policy development and review.
2. Leads the preparation of discussion papers, briefings, submissions and reports, and responses to DLGSC Executive and ministerial enquiries.
3. Assessing complex submissions from gaming and wagering industry stakeholders in relation to operations, procedures, rules, directions and other matters, concerning the regulation of the gaming and wagering in Western Australia; Undertakes and manages projects and activities, and maintains systems, policies and processes ensuring outputs/performance meets required expectations.
4. Develops and manages projects and procurement plans and other initiatives in line with State Government and DLGSC’s priorities. This includes performance measures, tender documents and evaluation plans, contract management, and consultation and stakeholder management.
5. Maintains awareness of trends and identifies emerging issues within the regulated industries including assessing the impacts of Commonwealth legislation/policy on State legislation/policy.
6. Coordinates and prepares corporate reporting as required, including briefing notes for Estimate Hearings.
7. Provides support such as a meeting agenda and including executive support, to relevant statutory bodies as required.
8. Undertakes regular consultation and liaison with internal and external stakeholders as relevant to the portfolio.
9. Represents DLGSC and participates on working parties / committees at State and National level as required.
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. Demonstrated high-level experience in preparing submissions, briefings and board papers to a statutory authority
2. Demonstrated ability to interpret and apply legislation, within a regulatory authority, or similar environment.
3. Demonstrated experience in the development of legislation and policy aligned to government priorities and public interest
4. Demonstrated verbal and written communication skills to prepare complex documents including ministerial correspondence, briefing notes, and performance reports.
5. Developed conceptual and analytical skills with the ability to think through complexity and critically review technical information from various sources in the provision of professional advice and facilitation of risk-based, sustainable solutions.
6. Ability to managing projects, from tender development and evaluation to contract management.

Desirable

Knowledge of legislation administered by the Division

Leadership expectations

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](https://www.wa.gov.au/organisation/public-sector-commission/leadership-expectations) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

This role falls under the **Personal Leadership** context.

Special conditions

Current WA Driver’s licence

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 | 15 May 2025 |