

Job Description Form – Senior Policy and Planning Officer

Position number:	13837	Classification:	Level 6
Division:	Office of Multicultural Interests	Branch/section:	Strategy and Planning
Reports to:	16549 – Principal Policy and Strategy Officer	Direct reports:	Nil

Position details

Position purpose

The Senior Policy and Planning Officer supports the Department's strategic direction through policy formulation, implementation and evaluation. This includes managing projects and providing high-level support and advice on a broad range of matters to assist the State Government in its policy development and engagement relating to the Office of Multicultural Interests.

Context

The Office of Multicultural Interests works to achieve the full potential of multiculturalism in Western Australia. This requires strategies that encompass the whole community, including business and industry groups, government and non-government agencies, culturally diverse communities and the wider community. It works with these communities to support and promote equity and accessibility.

Responsibilities

1. Develops policies, strategies and programs in relation to complex issues relating to the relevant portfolio area of the Department.
2. Monitors, analyses, reports and provides advice on economic, social and community issues and policy and legislative initiatives of all tiers of Government that impact the portfolio area of the Department.
3. Provides high level advice and draft responses to ministerial requests, speech notes, Parliamentary questions, briefing papers and other correspondence.
4. Build partnerships across the department, government and industry to drive and respond to strategic planning and policy development.
5. Undertake research and analyse data to develop and implement policies, strategies and programs aligned to the strategic objectives of the organisation.

6. Facilitates and supports Department staff to add value to whole of agency strategy and policy development, including provision of advice, drafting or contributing to briefing note, reports and strategic policies and procedures.
7. Support coordination, monitoring and evaluation of WA government policies and related working groups (e.g. WA Multicultural Policy Framework).
8. Work collaboratively with team members to ensure a high performance team culture.
9. Support the Department on other projects as required.
10. Adheres to Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
11. Demonstrate the Expected Behaviours of the leadership context for this role listed below.
12. Perform any other duties as assigned or necessary to support the objectives of DLGSC.

Selection criteria

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position. These criteria can be assessed against any stage of the recruitment process. Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

Essential

1. Demonstrated knowledge of legislation, policies and community issues impacting the multicultural portfolio.
2. Experience in working effectively with culturally and linguistically diverse communities or organisations.
3. Demonstrated high level conceptual, analytical and research skills, including the ability to provide meaningful analysis and develop and implement policies, strategies and programs aligned to the strategic objectives of the organisation.
4. The ability to work with a high degree of independence and take responsibility for managing and monitoring projects with a track record of achieving quality outcomes and seeing projects through to completion within agreed timeframes.
5. High level written and oral skills and experience including the production of succinct and accurate reports for publication and the ability to liaise, negotiate, develop, and maintain positive relationships with a range of stakeholders

Desirable

1. Experience in a range of quantitative and qualitative research methods and statistical analysis (e.g. ABS TableBuilder).

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](#) 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.

Lead collectively	Seek and build key relationships, work
Think through complexity	Think critically, work with ambiguity and
Dynamically sense the environment	Be in tune with the political, social and environmental trends that impact the work;
Deliver on high leverage areas	Identify priorities, pursue objectives with
Build capability	Proactively develop others; share learning to
Embody the spirit of public service	Display empathy, compassion, humility and integrity, and a genuine passion for the work;
Lead adaptively	Continuously seek to understand personal

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.

Special Conditions

Other conditions specific to this role are:

- Working outside business hours may be required

Registration date	12 May 2025
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