**Policy Officer (AI), L5 (DPC24040)**

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| Directorate: | Office of Digital Government | Reports to: | Senior Policy Officer |
| Branch/Section: | Data Unit | Supervises: | 0 FTE |
| Location: | Perth Metro |  |  |

# 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.

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 Data Unit is an interdisciplinary team tasked with improving how the public sector uses evidence to make better decisions and policy. We work with a broad range of agencies and tackle the State’s most complex social, health, environmental and economic issues. The work we do underpins better strategy, operations and service delivery in the whole sector. If this sounds like something that interests you, please apply.

**About the Role and Responsibilities**

The role is responsible for contributing to implementing and improving the Artificial Intelligence (AI) Policy and Framework, ensuring that agencies are able to comply and assisting agencies with risk assessments. The role requires maintaining awareness of new developments in AI, and how they could impact the risk profile of the public sector. You will provide advice to agencies and to government regarding how to manage and minimise risk, as well as realise the benefits of AI in the public sector.

### Policy and Governance Development

* Supports the development of frameworks, tools, and cabinet submissions to **manage risk and get benefits from new developments in AI, and ensures these tools remain** up to date.
* Undertakes work to ensure the **relevance and practicality** of the AI Assurance Framework and Policy.
* Maintains **oversight** of policies, frameworks and guidance at the **national level and in Australian jurisdictions** and exercises judgement about their applicability in Western Australia.
* Provides secretariat support for an **inter-agency AI working group** and supports the **secretariat** function of the WA Government AI Advisory Board**.**

### Engagement and Communication

* Clearly and concisely presents and **explains complex information** and policy advice **to a diverse audience** of agencies, Ministers, technical staff and decision makers.
* Maintains **regular, productive communications** with agencies and facilitates workshops and meetings as required.
* Contributes to the development of written communications: maintains a **website, FAQs, and guidance resources.**
* Understands barriers to safe and successful implementation of AI in government and creates solutions to **navigate these barriers.**

### Provide advice to the sector

* **Provides advice on wide ranging policy matters** as it applies to AI and its use in the public sector.
* Provides an **advisory and consultancy** service to internal and external stakeholders, drawing on input from experts and interjurisdictional precedent as required.
* Reviews **agency submissions**, identifies issues, provides advice on solutions, and assesses and advises on next steps.

## 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)

1. Experience in **policy development and implementation**, including the ability to provide advice and support.
2. Well developed **written communication skills** and experience in communicating issues to a diverse audience.
3. Experience **building and sustaining relationships** with stakeholders to support outcomes.
4. Demonstrated research, **conceptual and analysis skills**, with experience in using research findings to inform decision-making.

DESIRABLE

1. **Knowledge of AI** technology, policy or regulation

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: |  |