**Policy Officer, Level 4 (DPC25048)**

|  |  |  |  |
| --- | --- | --- | --- |
| Division/Directorate:  | Office of Digital Government | Reports to:  | Director Data Governance |
| Branch/Section:  | Data Unit | Supervises:  | 0 FTE |
| 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 Data Unit is an interdisciplinary team dedicated to enhancing the use of evidence across the public sector to support better decision making and policy development. We work with a wide range of agencies to address the State’s most complex social, health, environmental and economic challenges. Our work plays an important role in shaping strategy, improving operations and strengthening service delivery across the entire public sector.

# About the Role and Responsibilities

### This role supports interagency data sharing across the WA Government to enable better decision-making and improved outcomes. It ensures that data sharing is conducted in line with best practices and plays a key role in shaping the implementation of new legislation, the *Privacy and Responsible Information Sharing Act 2024* (PRIS Act),across government.

### Policy and Governance Development

* Assists with drafting complex policy instruments, including regulations, policy and guidance materials.
* Collates information to develop public reports on matters including information breaches, uptake of reforms and sector readiness.
* Develops templates and guidance material to support the update of information sharing reforms.
* Conducts research from various sources to identify emerging issues and to improve the uptake and effectiveness of information sharing reforms.
* Supports the development and implementation of whole-of-government Information Management Policies.

### Engagement and Communication

* Provides secretariat support for the PRIS Advisory Committee, improving the responsible sharing and handling of data across the sector.
* Supports the Information Governance and Privacy Community of Practice, supporting sector to adhere to best practice.
* Supports the development of written communications including website, FAQs, and catalogues.
* Presents complex information and policy advice clearly and concisely to a diverse audience, including agencies, Ministers, technical staff, and decision-makers
* Monitors and reports on key aspects of reform implementation across the public sector.

### Provides advice to the sector

* Guides and assists agencies in sharing data under the PRIS Act, and translating legislation and complex concepts into practical advice as needed
* Understands complex issues and provides advice on data sharing processes for key interagency projects.
* Maintains regular, productive communications with agencies, including participation in workshops and meetings as required.

## 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 and governance development.
2. Strong written communication skills, with the ability to develop specialist instruments such as policies, guidance documents, reports, and cabinet submissions.
3. Demonstrated ability to solve complex problems, conduct research, and interpret legislation, policies and procedures.
4. Experience building and maintaining productive relationships with stakeholders to support outcomes.
5. Demonstrated organisational skills, with the ability to manage competing priorities and meet deadlines.

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

|  |  |  |  |
| --- | --- | --- | --- |
| Authorising Signature:A black line on a white background  AI-generated content may be incorrect. |  | People Services:A close up of a signature  AI-generated content may be incorrect. |  |
| Date: 26/06/25 |  | Date: 26/06/25 |  |