# Job Description Form – Senior Policy Officer

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| **Position number:** | 14457 | **Classification:** | Level 6 |
| **Division:** | Infrastructure | **Branch/section:** | Infrastructure |
| **Reports to:** | 14037 – Director Asset Maintenance and Property Services | **Direct reports:** | 1 |

## Position details

## Position purpose

Undertakes policy development and property services functions for cultural, recreation and community infrastructure, including supporting procurement and consultation and negotiation with stakeholders.

## Context

The infrastructure team develops and manages infrastructure programs and projects. It ensures Western Australia’s cultural, arts, sporting and recreation infrastructure are well planned, designed and managed to meet community needs in line with Department of Creative Industries, Tourism and Sport’s strategic objectives.

## Responsibilities

1. Develops policies and governance documentation relevant to the venue management and maintenance of cultural and recreation infrastructure, in line with the Strategic Asset Management Framework
2. Co-ordinate contracts in relation to property and venue management services including; leases, licences to occupy, memorandum of understanding, and venue hire arrangements
3. Undertakes a range of policy and evaluation projects relating to property services and operation of cultural and community infrastructure.
4. Evaluates existing policy, services and programs in line with strategic objectives.
5. Supports the Division’s procurement activity including drafting tender documents, evaluation reports and contract management plans.
6. Consults with stakeholders in the formulation and implementation of policies, strategies and plans.
7. Develops relationships and maintains networks with key community, industry and Government stakeholders.
8. Provides advice to the Director, Executive Director and department Executive on cultural and community infrastructure.
9. Represents the department on committees and working groups related to cultural and community assets.
10. Coordinates the development of departmental responses on legislation, strategy, policy, urban and regional planning as they relate to cultural and community infrastructure.
11. Prepares, commissions and reviews reports, Ministerial briefing notes, business cases, needs and feasibility assessments, publications and other technical documentation.
12. Adheres to Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
13. Demonstrate the Expected Behaviours of the leadership context for this role listed below.
14. Perform any other duties as assigned or necessary to support the objectives of CITS.

## 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. Experience in the development, implementation, and evaluation of strategic policy and policy initiatives.
2. Strong negotiation, facilitation and decision-making skills.
3. Strong interpersonal skills, including the ability to build and maintain effective relationships with a range of people.
4. Demonstrated a high level of written and verbal communication skills with the ability to prepare procurement and technical documents.
5. Demonstrated ability to work collaboratively and inclusively to achieve organisational goals.

## Desirable

1. Experience working in a property management environment.

## 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.

## 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:

* Ability and willingness to undertake travel for business needs
* Working outside business hours may be required

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| Registration date | 9 July 2025 |