# Job Description Form – Policy and Partnership Officer – Creative Learning

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| **Position number:** | 15300 | **Classification:** | Level 4 |
| **Division:** | Creative Industries | **Branch/section:** | Industry Partnership and Development |
| **Reports to:** | 15311 – Senior Policy and Partnership Officer – Creative Learning | **Direct reports:** | Nil |

## Position details

## Position purpose

## Coordinates and manages strategic grants projects and programs in the creative learning sector that are delivered by CITS. Provides support to the Industry Partnership and Development team. Provides research, advice and information to inform CITS policies and programs and to implement and monitor projects.

## Context

The Creative Industries team supports a thriving WA arts and cultural sector and promotes participation and achievement in culture and the arts. The team works to highlight the social and economic benefits to the community from the creation of, and engagement in, high-quality arts experiences, including increased wellbeing and connection. We support these activities through grants and investment programs, research and policy development. Through recognising the importance of sharing Western Australia’s unique stories and cultures, including those of First Nations peoples, we make our communities richer, more vibrant and more engaged.

## Responsibilities

1. Participates as a member of the Industry Partnership and Development team to deliver arts, culture and creative industry development and support programs.
2. Promotes sector development policies and programs for arts, culture and creative industry development.
3. Supports and assists with the planning, implementation and evaluation of programs for arts, culture and creative industry development.
4. Collates, assesses and provide advice for relevant cultural strategies and programs.
5. Acts as a contact and coordinates the dissemination of information about arts, culture and creative industries funding, support and policies.
6. Conducts research from various sources to identify emerging issues and to improve the uptake and effectiveness of information sharing reforms.
7. Presents complex information and policy advice clearly and concisely to a diverse audience, including agencies, technical staff, and decision-makers.
8. Liaises with Federal, State and Local Government, Private Sector and relevant community organisations in the implementation of policies and programs.
9. Assists with Ministerial Briefings and general correspondence.
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.

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 working within the arts, culture and creative learning sector
2. Experience in policy and program development.
3. Demonstrated experience in project management and the delivery of strategic programs.
4. Demonstrated ability to solve complex problems, conduct research, and interpret legislation, policies and procedures.
5. Strong written communication skills, with the ability to develop specialist instruments such as policies, guidance documents, reports, and Ministerial correspondence.
6. Demonstrated organisational skills, with the ability to manage competing priorities and meet deadlines.
7. High level interpersonal skills including the ability to work in a team environment and liaise with senior officers and representatives of other agencies and organisations effectively.

## Desirable

 Nil

## 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:

* Working with Children Check
* Ability and willingness to undertake travel for business needs

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| Registration date | 29/7/2025 |