**Principal Policy Officer, Level 7 (DPC18117)**

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| Division/Directorate: | Intergovernmental Relations and Strategic Priorities | Reports to: | Manager |
| Branch/Section: | Intergovernmental Relations | Supervises: | Nil |
| 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 Intergovernmental Relations Directorate is the State Government’s and Department’s key advisor on Commonwealth-State matters. It also drives collaboration across the Western Australian Government on key intergovernmental policy priorities, strengthens inter-jurisdictional relationships and works to achieve better outcomes for Western Australia in relation to Commonwealth-State policy priorities. The Directorate also leads engagement with the Australian Government on the delivery of state-type services to the Indian Ocean Territories and on national security and emergency management matters.

# About the Role and Responsibilities

The Principal Policy Officer provides high level policy support and advice and undertakes complex research and analysis in relation to the development, coordination, implementation, and review of Government policies from a cross portfolio perspective.

**Strategic Alignment**

* Lead the development and implementation of policy within the current government context.
* Understand the role, accountabilities, and obligations of public sector employees.
* Understand the political framework and apply existing legislation and policy within the current context.
* Understand emerging trends with expert knowledge of the subject matters and whole of Government perspective.
* Understand Federal/State relations environment and identify and promote State priorities and agendas in cross-jurisdictional forums.
* Identify required policy outcomes and sources of evidence across the policy program from policy evaluation and identify issues that could affect future implementation.
* Understand and have awareness of cross-jurisdictional issues and directions.

**Critical Thinking**

* Evaluate the broader political, economic, ecological, social and technical environment to ensure appropriate research and data is available to develop policy options including the definition of the scope of the problem, opportunities and success criteria.
* Apply different research methodologies and data sets and identifies whether the policy approach will achieve required outcomes.
* Evaluate the cost effectiveness, including cost benefit analysis, social impact, environmental cost and value for money of policy options.

**Communication and Engagement**

* Collaborate and mediate with internal and external stakeholders to build consensus on the appropriate response to emerging issues and the development of policy.
* Engage with staff and stakeholders involved in program delivery to generate and test possible options.
* Initiate and recommend a preferred option through clear, succinct briefings using high level analysis and well thought out evidence.
* Develop relationships with policy professionals.

**Policy Implementation and Evaluation**

* Analyse ongoing environmental scanning to review policy effectiveness and performance. Identify options for policy improvement and changes.
* Anticipate and resolve potential delivery issues, manage policy conflicts, recommend and make changes to existing programs when necessary.

**Other**

* Mentoring and supporting the development and work of other policy officers.

## 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.

**Building Leadership Impact**

We consider all our people as leaders. We believe leadership to be critical to the success of the Department and the public sector and, to support this, we have adopted [Leadership Expectations](https://www.wa.gov.au/organisation/public-sector-commission/leadership-expectations).

This role operates in the [Leading Others](https://www.wa.gov.au/government/document-collections/leading-others) context, where leadership is about motivating and enabling others to deliver high quality work that contributes to the agency.

## Work Related Capabilities (Selection Criteria)

Essential:

1. **SHAPES AND MANAGES STRATEGY.** Is strategically focused and understands the Department’s objectives and aligns operational activities accordingly. Gathers and investigates information from a variety of sources and explores new ideas and different viewpoints. Provides direction to others regarding the purpose and importance of their work.
2. **ACHIEVES RESULTS.** Remain flexible and responsive to changes in requirements. Sees projects through to completion, monitoring project progress and adjusting plans as required. Values specialist expertise and capitalises on the expert knowledge and skills of others. Contributes own expertise to achieve outcomes for the business unit.
3. **BUILDS PRODUCTIVE RELATIONSHIPS.** Effectively builds and sustains relationships with a network of key people at senior levels both internally and externally. Anticipates and is responsive to internal and external client needs. Consults and shares information and ensures others are kept informed of issues. Works collaboratively and operates as an effective team member.
4. **EXEMPLIFIES PERSONAL INTEGRITY AND SELF-AWARENESS.** Provides impartial and forthright advice, challenges important issues constructively and is capable of defending own position when challenged. Acknowledges mistakes and learns from them and seeks guidance and advice when required. Adopts a principled approach and adheres to public sector values and Code of Conduct. Operates as an effective representative of the Department in public and internal forums.
5. **COMMUNICATES AND INFLUENCES EFFECTIVELY.** Confidently presents messages in a clear, concise, and articulate manner. Selects the most appropriate medium for conveying information and structures written and verbal communication to ensure clarity.

Desirable:

1. Wide ranging knowledge of current State Government policies, priorities, and practices in Western Australia.
2. Relevant tertiary qualifications.

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

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| Authorising Signature: |  | People Services: |  |
| Date: |  | Date: |  |