**Senior Policy Officer, Level 6**

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| Division/Directorate:  | Intergovernmental Relations and Strategic Priorities | Reports to:  | Principal Policy Officer / Manager |
| Branch/Section:  | Intergovernmental Relations | 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.

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 and Strategic Priorities division is a diverse, and dynamic, area of DPC. The division is composed of the following directorates:

The **Strategic Priorities (SP)** directorate focuses on key government priorities and issues that cut across multiple portfolios, providing a pragmatic approach to long standing issues that impact the wellbeing of the WA community. The Directorate strives to achieve outcomes for the WA Community by delivering projects, leading strategic policy development, and providing innovative policy ideas that drive real change.

The **Intergovernmental Relations (IGR)** directorate is the State Government’s key advisor on Commonwealth-State matters, driving collaboration on key intergovernmental policy priorities, and strengthening inter-jurisdictional relationships to achieve better outcomes for Western Australia. The Directorate also leads engagement with the Australian Government on the delivery of state-type services to the Indian Ocean Territories.

The **Strategic Communications Unit (SCU)** is a whole-of-government communications team that provides strategic communication support to DPC policy units, departments, and agencies on identified key government priorities.

The **State Security and Defence Policy (SSDP)** directorate leads engagement with the Australian Government on defence, national security and emergency management matters and, when required, drives cross-government collaboration and coordination on these issues.

# About the Role and Responsibilities

The Senior Policy Officer provides policy support and advice to the Principal Policy Officer/Manager and assists with research and analysis in relation to the development, implementation and review of Government priorities from a cross portfolio and national perspective.

### Strategic Alignment

* Support the Manager in the development, coordination, implementation and review of Government policies from cross portfolio and national perspective.
* Provide high-level analysis, advice and support to the Principal Policy Office/Manager and Executive Director on highly sensitive, complex and confidential whole of Government issues, policies and initiatives as they arise.
* Participate in and assist the Manager with high-level negotiations, including researching and informing Government policy, with key stakeholders including: the Commonwealth government, Ministerial Offices, State agencies and other jurisdictions.
* Contribute to Western Australia’s policy responses in relation to National Cabinet and develop briefing notes and additional information for National Cabinet and related meetings.
* Interpret and use processes and principles involved in policy development such as circulars, cabinet and parliamentary procedures, Executive Council guidelines and regulatory guidelines.

### Critical Thinking

* Understand specific policy development in the context of whole-of Government priorities and the Government’s policy agenda and contribute to the development of the policy agenda or framework.
* Investigate the political implications of policy options. Understand how options are related to departmental and wider government objectives and to the policy priorities of other jurisdictions.

### Communication and Engagement

* Negotiate, mediate and collaborate in developing policy with key stakeholders including: the Commonwealth Government, State agencies and other jurisdictions.
* Develop resources to inform briefings and negotiations, taking into account potential risks and impacts of policy change (both qualitative and quantitative) on the community, State agencies and government as a whole.
* Identify the sensitivities and diversity of the target audience and tailor communication appropriately.
* With the support of the Manager, represent the Department and/or the State Government in a range of inter-agency and cross-jurisdictional forums.

### Policy Implementation and Evaluation

* Undertake and interpret ongoing environmental scanning, including analysis and consultation with key stakeholders, in the evaluation of policy effectiveness and performance and recommend a course of action.
* Liaise and work with key stakeholders to improve policy in practice, identifying critical areas for attention and resolve problems effectively.
* Manage stakeholder engagement across a range of specific intergovernmental portfolios.

### 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.

## Work Related Capabilities (Selection Criteria)

**Essential**

1. **Shapes and Manages Strategy**
Thinks strategically and understands the department’s objectives. Supports this shared purpose and direction by aligning tasks to strategic objectives and communicating expectations. Harnesses information and opportunities by gathering information from a variety of sources and maintains an awareness of critical issues. Shows judgement, intelligence and common sense.
2. **Achieves Results**
Takes responsibility for managing projects to achieve results by monitoring progress and adjusting plans as required. Identifies and uses resources wisely. Responds positively to change and remains flexible and capable of determining the necessary course of action. Applies and builds professional expertise to achieve outcomes for the business unit.
3. **Builds Productive Relationships**
Builds and sustains relationships with a network of internal and external stakeholders. Listens to, understands and recognises the needs and the contribution of others. Values individual differences and diversity. Shares learning and supports others by encouraging development and identifying learning and sharing this with others.
4. **Exemplifies Personal Integrity and Self-Awareness**
Demonstrates public service professionalism and probity by adhering to public sector values and the Code of Conduct. Engages with risk and shows personal courage in challenging issues constructively. Commits to action to meet objectives and progress work. Promotes and adopts a positive and balanced approach to work. Demonstrates self-awareness and a commitment to personal development by reflecting on own behaviour and recognises the impact on others.
5. **Communicates and Influences Effectively**Confidently presents messages in a clear and concise manner. Focuses on key points and uses appropriate, unambiguous language. Listens, understands and adapts messages to the audience. Approaches negotiations with a strong grasp of the key issues and presents persuasive arguments.

**Desirable**

* 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: |  |