



Senior Policy Officer

Level 6

Role Statement

The Senior Policy Officer undertakes research and policy analysis to enable the Commissioner for Children and Young People to perform her functions under the Commissioner for Children and Young People Act 2006. The position also would benefit from an understanding of issues and trends affecting children and young people.

Responsibilities

Policy research, analysis and planning

- Researches, analyses, coordinates, policy initiatives and projects.
- Provides analysis and policy advice to the Commissioner on legislation and policy issues and makes recommendations as requested.
- Prepares discussion papers, reports, briefing notes, correspondence and position papers.
- Prepares policy options and responses to emerging issues and trends affecting children and young people, making recommendations for enhancement where appropriate.
- Contributes to the monitoring and development of performance indicators, measurement systems, methodologies and benchmarks.
- Contributes to the development of CCYP strategic and business plans.
- Contributes to the development of, and manages the implementation and evaluation of projects.

Engagement

- Engages with children and young people as required and agreed, ensuring child safe protocols are maintained.
- Contributes to projects and initiatives for the Commissioner for Children and Young People.
- Uses consultation processes to inform CCYP decisions and policy formulation.

Working Relationships

- Mentors, guides and assists other team members.
- Develops and sustains networks in the public, private and non-government sectors and works cooperatively and positively with all stakeholders.
- Applies effective and appropriate negotiation methods suited to a range of audience with an ability to influence outcomes.

Other

- Maintains an awareness of issues affecting children and young people.
- Undertakes other duties as required.
- Represents the Commissioner as required.

We are committed to

The safety of children and young people

Children and young people are entitled to live in a caring and nurturing environment and to be protected from harm and exploitation. Children and young people should be safe, feel safe and be respected wherever they are. The Commissioner for Children and Young People prioritises the safety and wellbeing of children and young people in all work of the office and in our work with other organisations.

We have an ongoing cycle of assessment, action and reflection in place and regularly review, update and refine policies and practices to assess their effectiveness and strive for excellence. We involve children and young people and their families in developing and reviewing our work.

Diversity

The Commissioner for Children and Young People and staff recognise, value and embrace the diversity of our Western Australian community, including our differences in culture, ethnicity, religious beliefs, sexuality, gender identity, age, abilities and life experiences. We are committed to providing an inclusive and respectful workplace for all staff.

Integrity

It is non-negotiable that the Commissioner for Children and Young People and staff act in the interest of the Western Australian community, and especially in the interests of children and young people each and every day through the decisions we make, the policies we enact and adhere to, and by the actions we take. It is our intention that our policies and procedures demonstrate how we act in an honest and transparent manner, which forms a basis for our reasoned decision-making effected without bias utilizing fair and objective processes.

Selection Criteria

Essential

1. Experience in policy review, analysis and evaluation.
2. Well-developed communication (oral and written) and negotiation skills with a proven ability to facilitate stakeholder participation.
3. Well-developed conceptual and analytical skills including an ability to interpret and apply legislation and analyse data.
4. Experience in the management, implementation and evaluation of projects.
5. Proven ability to identify innovative solutions to complex and sensitive issues and problems.
6. Knowledge and understanding of contemporary issue and trends related to children and young people.

Desirable

7. A relevant Tertiary qualification or commensurate relevant experience.
8. Knowledge and understanding of contemporary issues and trends related to children and young people.

Reports to Manager Policy (016492)

Leads 0 people

Location Boorloo (Perth, WA)

TRIM reference 23/4425