

POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Policy Officer	Level	7
Business Unit	Strategic and Organisational Development	Position Number	00779, 00780, 01695
Directorate	Governance and Strategy	Date Established	November 2011
Reporting to	Strategic Planning and Engagement Coordinator	Date Updated	April 2026

2. KEY OBJECTIVES

- Coordinate the development and review of a wide range of policies in consultation with the managers, directors and other stakeholders.
- Undertake research as well as data and statistical analysis on a range of complex policy and strategic issues as determined by the Strategic Planning and Engagement Coordinator.
- Assist in the development of high-level strategies and plans.
- Undertake project and portfolio management activities relevant to strategic planning.

3. KEY ACCOUNTABILITIES

- Timely and accurate delivery of assigned work, projects and events within allocated budget.
- Undertake activities in accordance with the City's policies, plans, strategies, and frameworks.
- Manage projects in line with the City's Project Management Framework.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.
- Maintain accurate records in accordance with the City's record keeping policies.
- Comply with Work, Health and Safety (WHS) legislation, City protocols, procedures and other WHS related requirements, and actively support the City safety systems.

4. **KEY ACTIVITIES**

ACTIVITIES

Outcome: Policy Review and Development

- Maintain the City's Policy Manual (the City's collection of policies) and coordinate the review of policies in accordance with review dates or other requirements (e.g. legislative changes, council decisions, technological or social changes).
- Provide guidance and support to the business in undertaking the timely review and amendment to existing policies and the development of new policies, including consultation with managers, directors and other stakeholders.
- Assist the business and the Senior Policy and Research Officer in the development of high-level policies in accordance with legislative frameworks and all City protocols and procedures.
- Maintain policies within the City's corporate systems.
- Provide expert and technical advice and support on complex policy issues or other delegated projects to internal and external stakeholders to ensure alignment with policy directions.
- Undertake research and analysis into best practice industry-wide alternatives and examples.
- Review proposed or amended policies and ensure corporate consistency is applied for policy formulation and formatting.

Outcome: Research/Data and Statistical Analysis

- Conduct high quality research into complex issues and initiatives such as policies, demographic analysis and stakeholder management.
- Summarise data collected into simplified formats (including but not limited to briefings, reports, discussion papers or business cases).
- Present analysis results and findings in a timely and accurate manner.
- Coordinate input and prepare submissions relating to strategic policy matters for external government departments and agencies.
- Demonstrate initiative in investigating alternative and effective research methodologies.

Outcome: Strategic Development and Planning

- Assist the Strategic Planning and Engagement Coordinator with the development of high-level strategic plans and associated plans within the Department of Local Government's Integrated Planning Framework through the provision of research, analysis and other activities.
- Provide support and advice to other business units on the development and review of high-level strategic planning documents and the effective integration of actions into the business planning processes.

Outcome: Project and Portfolio Management

- Coordinate portfolios including but not limited to Strategic Community Reference Group, stakeholder management and statistics management.
- Undertake the project management of projects relevant to assigned portfolios or relevant to strategic planning.
- Undertake project management tasks including setting priorities, establishing objectives, develop project plans and schedules for discrete strategic projects.
- Prepare relevant project reporting documentation.
- Deliver project in accordance with agreed scope, timeframes and budgets.
- Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.

5. **WORK RELATED REQUIREMENTS**

Essential Skills, Knowledge, Experience and Qualifications:

Highly developed skills and abilities:

- Written and verbal communication skills including report writing.
- Research and analytical skills.
- Problem-solving skills.
- Organisational skills to manage projects and multiple priorities.
- Initiative and capacity to think clearly and logically.
- Interpersonal and customer service skills.
- Computing skills, including sound presentation and formatting abilities.

Comprehensive knowledge:

- Appropriate and effective research and analytical techniques.
- Understanding of strategic planning integration.

Substantial experience:

- Undertaking complex research tasks.
- Strategic policy development.
- Computer programs, including word processing, spreadsheets, databases and presentation-based systems.
- Managing projects.
- In local government.

Qualifications / Clearances:

- Tertiary qualifications in a related discipline such as Public Policy, Public Administration, Science, Arts, Business Administration, Commerce and / or relevant substantial experience in a similar role.

6. **EXTENT OF AUTHORITY**

- Exercise a degree of autonomy but advice is available on complex or unusual matters.
- Controls and coordinates the policy manual review.
- Required to set priorities, plan and organise own work.
- Undertake a range of duties within work area, including problem definition, planning and the exercise of judgment.
- Responsible for decision making in work area and the provision of expert advice.

7. **WORKING RELATIONSHIPS**

Level of Supervision:

- Works under limited direction.

Internal:

- All other business units

External:

- Government departments and agencies

- Education and research organisations
- Relevant stakeholders and non-government agencies.
- Community organisations
- Other local governments

8. **POSITION DIMENSIONS**

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	0
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