

Position Description

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| Position title: | Policy Officer | |
| Position number: | Various | |
| Group: | Service Delivery Reform, Coordination and Workplace Safety | |
| Business Unit/Branch: | Workplace Safety and Place Reform/Place Reform | |
| Classification: | VPSG4 | |
| Employment status: | Ongoing, Full-Time (multiple) Fixed Term, Full-Time (multiple) | |
| Position reports to: | Manager, Service Delivery and Place Reform | |
| Work location: | 121 Exhibition Street, Melbourne CBD | |
| Position contact: | Name: Nick Coxon Phone: 0429 677 021 Email: Nick.Coxon@justice.vic.gov.au | Name: Sandra Kiem Email: Sandra.Kiem@justice.vic.gov.au |

ROLE PURPOSE

The Service Delivery and Place Reform team is responsible for driving an ambitious reform agenda across the Department of Justice and Community Safety. In particular, given the significant impact of COVID-19, the team is leading work to support social recovery for all Victorians, and to ensure that the future justice and social service systems deliver integrated responses that meets client needs and builds resilience.

There is a breadth of policy and reform work led by the team, including service delivery, funding, workforce, governance, system and enablers reform. The team's work is underpinned by a strong commitment to stakeholder engagement, empowering client voice and data and evidence to inform priorities and implementation. The team works in close partnership with the Department of Health and sector stakeholders.

The Policy Officer will be responsible for supporting strategic policy work, including the redesign of relevant service systems to improve client outcomes. The role will include supporting the development and implementation of policy and administrative reforms in consultation with relevant stakeholders and providing advice to senior executives and Ministers on complex matters.

The role of a Policy Officer



- Support policy and reform that contributes to the social recovery for all Victorians.
- Help to develop and maintain stakeholder relationships to inform shared solutions.
- Work with a fun, high-performing, dynamic, inclusive and flexible team.

KEY ACCOUNTABILITIES

- Undertake high quality research projects under limited direction and use research findings and data to make recommendations on the formulation of evidence based policy options.
- Contribute to the development and implementation of complex policy and reform, including through compiling evidence and consulting with stakeholders.
- Supports key projects, including by setting out milestones, liaising with team members, and negotiating key elements with stakeholders to ensure project objectives are achieved.
- Provide timely and high quality advice and support to the Minister and the Departmental Executive on a range of policy proposals, programs and initiatives.
- Prepare well-informed, accurate and timely briefings, advice, reports, correspondence and documentation for the Minister, Executive Council and Departmental Executive.
- Proactively build and maintain positive relationships with key internal and external stakeholders
- Perform other tasks as requested.

KEY SELECTION CRITERIA

Technical expertise

- **Written communication** – produces a range of complex technical reports and recommendations on relevant issues which are evidence based and provide a sound basis for decision making.
- **Research skills** – gathers information and insights from a variety sources to produce new knowledge on a specific topic or issue.
- **Project management** – defines and sequences work tasks to deliver on agreed outcomes and in line with agreed timeframes, resources and ways of working.

Knowledge and skills

- **Policy skills** – confidently explains complex policies to stakeholders and develops policies based on expert operational knowledge and consultation with interested parties.
- **Problem solving** – uses specialist knowledge and expertise to address complex problems, gathering relevant information and generating and testing a range of solutions and outcomes.
- **Stakeholder management** – establishes relationships with stakeholders, develops effective stakeholder-oriented responses, and assesses, develops and negotiates innovative solutions to complex issues.
- **Verbal communication** – explains concepts in an accessible manner and develops effective presentations, building rapport and addressing underlying motivations and issues.

Personal qualities

- **Conceptual and analytical ability** – uses conceptual thinking and sound analytical approaches to support decision making in the work area.
- **Teamwork** – cooperate effectively with the team and work collaboratively to achieve work plan and goals.

- **Initiative and accountability** – takes responsibility for actions and proactively implements work plan and addresses issues.
- **Flexibility** – Adapts approaches and work to changes in the environment and effectively meets new challenges.
- **Resilience** – demonstrates perseverance in achieving objectives and copes effectively with setbacks and problems.
- **Integrity** – instils mutual trust and confidence and behaves in a fair and ethical manner towards others, demonstrating a sense of corporate responsibility and a commitment to public service.
- **Empathy and cultural awareness** – demonstrates an interest in and an appreciation of a range of different cultures and actively seeks to understand and effectively address the issues and views of others.

Qualifications

- A degree level qualification in public policy or related studies is desirable.

IMPORTANT INFORMATION

The salary range for this position is set out in the *Victorian Public Service Enterprise Agreement 2020*. Please refer to the Department of Treasury and Finance website (dtf.vic.gov.au) for further information.

Department policy stipulates that salary upon commencement is paid at the base of the salary range for the relevant grade. Any above base requests require sign off by an executive delegate and will be by exception only or where required to match the current salary of Victorian Public Service staff transferring at-level.

Individuals who have received a Voluntary Departure Package from a Victorian Public Service department/agency are ineligible for re-employment for a minimum period of three calendar years from the date of separation.

The department is committed to providing and maintaining a working environment which is safe and without risk to the health of its employees.

The department is a key emergency management partner and contributes significantly to Victoria's state emergency management arrangements. As a part of a whole of government agreement, employees may be required to undertake training in emergency management and support functions during an emergency and may be redeployed to facilitate this need.

PRE-EMPLOYMENT CHECKS

All appointments to the Department of Justice and Community Safety are subject to reference checks, pre-employment misconduct screening and criminal record checks. Some positions may also be subject to a medical check and/or 'Working with Children Check'.

If the position is based in a prison, youth justice facility or community corrections location, or has offender management responsibilities, employment may be subject to a number of additional pre-employment security and safety checks, including, but not limited to:

- Pre-employment Security Check (Declaration Form)
- National Police Record and Fingerprints Check and International Police Clearance (if applicable)
- VicRoads Information Check
- Drivers Licence Check(s) (if applicable).

VALUES AND BEHAVIOURS

Department of Justice and Community Safety employees are required to demonstrate commitment to:

The department's values and behaviours – serve the community, work together, act with integrity, respect other people and make it happen.

The environment – the department is committed to minimising its environmental impact and requires all staff to comply with its environmental policy.

Recordkeeping – the department is committed to good recordkeeping and requires all staff to routinely create and keep full and accurate records of their work-related activities, transactions and decisions, using authorised systems.

Diversity – the department values an inclusive workplace that embraces diversity and strongly encourages applications from Aboriginal people, people with disability, people from the LGBTIQ community, and people from culturally diverse backgrounds.

FURTHER INFORMATION

Please visit About the Department on the [Department of Justice and Community Safety website \(justice.vic.gov.au\)](https://www.justice.vic.gov.au) for information on:

- organisational values and structure
- our policies such as privacy and conflict of interest
- the Victorian Public Service (VPS) code of conduct
- our commitment to the safety and wellbeing of children.