

# Position Description

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| <b>Position Title</b>  | Policy Advisor Planning                                |
| <b>Portfolio</b>       | Policy                                                 |
| <b>Reports To</b>      | Policy Manager Planning and Building                   |
| <b>Employment Type</b> | Full-Time, Fixed Term, Parental Leave Cover (6-months) |
| <b>Location</b>        | West Leederville                                       |

## Team Overview

The Planning and Building Team sits within the Policy Portfolio. The team is responsible for providing support, advice, assistance, and representation on government policy and legislation that impacts Local Government functions and responsibilities in various areas of urban and regional planning and building regulation.

## Position Purpose

The Policy Advisor Planning provides relevant, timely and high-quality advice, effective representation, events and tools that assist and build the capacity of Local Governments' town planning activities and decision-making capacity.

## Key Accountabilities

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| <b>Policy</b>         | <ul style="list-style-type: none"> <li>• Provide policy advice to Local Government and WALGA management.</li> <li>• Undertake research and analysis to develop policy positions and inform submissions.</li> <li>• Consult with members and contribute to the development of policy positions and submissions on Australian and State strategies and legislation that is within area of expertise.</li> <li>• Identify current and emerging issues, report and provide advice and potential options for consideration of management.</li> </ul> |
| <b>Representation</b> | <ul style="list-style-type: none"> <li>• Represent WALGA and the interests of Local Government on various committees and working groups across WA, understand potential issues and matters arising from meetings and feed back to key stakeholders.</li> <li>• Represent the interests of Local Governments in policy and legislative issues at a Australian and State Government level and liaise with key internal and external stakeholders.</li> </ul>                                                                                      |
| <b>Funding</b>        | <ul style="list-style-type: none"> <li>• Assist Local Government in accessing State and Australian Government funding through the development of, and advocacy for, new funding opportunities and the promotion of funding opportunities as they arise.</li> </ul>                                                                                                                                                                                                                                                                              |

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| Coordination   | <ul style="list-style-type: none"> <li>Coordinate events and workshops that engage the sector on identified key themes.</li> </ul>                                                                                                                                                                                                                                            |
| Administration | <ul style="list-style-type: none"> <li>Prepare correspondence, agenda items, reports and submissions.</li> <li>Prepare articles on policy issues for publication and distribution to Local Government and externally.</li> <li>Update and maintain accurate files, data and records information for the Customer Relationship Management (CRM) system and M-Files.</li> </ul> |

## Key Relationships

| Who                                         | Why                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| Internal                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Policy Manager                              | <ul style="list-style-type: none"> <li>Escalate issues, make suggestions, and provide updates</li> <li>Receive advice and report on progress towards business objectives and future directions</li> <li>Provide advice and contribute to decision making</li> <li>Identify emerging issues/risks and their implications and propose solutions</li> </ul>                                                                                                                                                                           |
| Team                                        | <ul style="list-style-type: none"> <li>Contribute to a positive environment through teamwork, sharing knowledge and supporting colleagues</li> <li>Prioritises collective success by actively working towards common goals and objectives</li> </ul>                                                                                                                                                                                                                                                                               |
| Stakeholders                                | <ul style="list-style-type: none"> <li>Provide advice on a range of project related issues and strategies</li> <li>Optimise engagement to achieve defined outcomes</li> <li>Manage expectations and resolve issues</li> </ul>                                                                                                                                                                                                                                                                                                      |
| External                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Stakeholders                                | <ul style="list-style-type: none"> <li>Establish and maintain productive professional networks and relationships to maintain currency of issues, share ideas and learnings, and collaborate on common responses to emerging and/or developing issues</li> <li>Engage in, consult and negotiate the development, delivery and evaluation of projects</li> <li>Manage expectations and resolve issues</li> <li>Communicate needs, facilitate routine business transactions</li> <li>Monitor, direct and address enquiries</li> </ul> |
| Suppliers/Service Providers and Consultants | <ul style="list-style-type: none"> <li>Manage expectations and resolve issues with service providers</li> <li>Communicate needs, facilitate routine business transactions and resolve issues.</li> <li>Negotiate contracts and service agreements.</li> <li>Manage contracts and monitor the provision of service to ensure compliance with contract and service agreements.</li> </ul>                                                                                                                                            |

## Key Competencies

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| <b>Knowledge and Experience</b> | <ul style="list-style-type: none"> <li>• Knowledge of relevant Local, State and Australian Government structures, legislation and regulations</li> <li>• Good understanding of Local Government roles, responsibilities and decision making processes</li> <li>• Demonstrated experience in undertaking research and analysis, policy development and project management</li> <li>• Demonstrated experience in stakeholder relations</li> <li>• Knowledge of State legislation relating to land use planning and urban development</li> <li>• Sound knowledge of the principles, practice and administration of town planning and development.</li> <li>• Knowledge of grant funding processes, applications and acquittals (Desirable)</li> <li>• Previous experience in Local Government or the Public Sector (Desirable)</li> <li>• Previous experience in a member-based organisation (Desirable)</li> </ul>                                                                                                                |
| <b>Skills</b>                   | <ul style="list-style-type: none"> <li>• Excellent stakeholder management and engagement skills</li> <li>• Comprehensive written and verbal communication skills</li> <li>• Excellent time management skills with the ability to prioritise tasks and work to deadlines</li> <li>• Proven research, conceptual and analytical ability</li> <li>• Ability to analyse policy and legislation</li> <li>• Proven ability to actively participate in, and contribute to, team outcomes</li> <li>• Adept at using Microsoft 365 applications as well as utilising web based applications and online tools</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Behaviours</b>               | <ul style="list-style-type: none"> <li>• Willingness to travel to visit regional members and attend/ present at relevant intrastate meetings and conferences</li> <li>• Set a tone of integrity and professionalism within WALGA and in dealings external to WALGA</li> <li>• Deliver on own commitments and accountabilities</li> <li>• Balances short-term needs with long-term sustainability and growth</li> <li>• Seeks opportunities to foster collaboration beyond immediate work groups or teams</li> <li>• Support others in achieving their goals by encouraging communication, collaboration and shared decision making</li> <li>• Maintain a positive and solutions-oriented mindset in the face of adversity</li> <li>• Develop well-supported recommendations based on research findings, seeking support where needed</li> <li>• Collaborate with stakeholders to enhance service delivery processes and outcomes</li> <li>• Listen to, collect and respond in a positive way to stakeholder feedback</li> </ul> |

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|               | <ul style="list-style-type: none"> <li>• Show an awareness around the principles of Workplace Health and Safety and apply them by taking care and being alert around issues in the workplace</li> <li>• Support a culture of openness regarding mental health and wellbeing, encouraging fellow employees to seek help when needed</li> </ul>                                                                                                                                                                                                         |
| <b>Values</b> | <p>Ability to demonstrate and apply WALGA's values.</p> <ul style="list-style-type: none"> <li>• <b>Respect</b> - We act honestly, with integrity and respect</li> <li>• <b>Excellence</b> - We strive for excellence and an environment of continuous improvement</li> <li>• <b>Accountability</b> - We take responsibility and work openly and transparently</li> <li>• <b>Collaboration</b> - We value strong relationships and partnerships</li> <li>• <b>Curiosity</b> - We encourage a spirit of enquiry, and an innovation mindset.</li> </ul> |