

Position Description

Position Title	Principal Policy Advisor Economic Development
Portfolio	Policy
Reports To	Manager Economics
Employment Type	Full Time, 12-month, Maximum Term Parental Leave Cover Contract
Location	West Leederville

Team Overview

This role sits within the Economics Team, who contribute to the development of policy and advocacy positions on behalf of the Local Government sector and keeps Local Governments informed on emerging trends and issues within the WA economy.

Position Purpose

The Principal Policy Advisor Economic Development is responsible for the development and implementation of a cross-organisational and cross-sectoral policy agenda for Local Government economic development. The role works with internal and external stakeholders to develop policy that addresses barriers to local economic development to support Local Governments and their communities.

Key Accountabilities

Policy	<ul style="list-style-type: none"> • Advance WALGA's economic development policy agenda, including the development of positions and coordination across the organisation • Undertake complex research and analysis to develop policy positions and inform submissions related to economic development • Prepare correspondence, agenda items, briefings, reports, news articles and submissions on economic development policy issues
Member Information and Resources	<ul style="list-style-type: none"> • Provide advice and support to WALGA members on economic development issues including the creation of tools and templates, content for WALGA newsletters, organising webinars and events • Monitor and report on outcomes for Local Governments from the Federal Budget and WA State Budget

Stakeholder Engagement and Representation	<ul style="list-style-type: none"> • Represent Local Government interests in economic development related policy and legislative issues at a State and Federal level • Develop and maintain productive relationships with key economic development agencies including JTSI, RDAs, Regional Development Commissions and DPIRD • Promote and represent the Association's economic development agenda at senior levels, including managing relationships with key stakeholders, including WALGA Members, Regional Capitals Alliance, Economic Development Australia and other Government agencies • Represent the Association at various forums, Committees and working groups as required. • Manage WALGA's Economic Development events
--	--

Key Relationships

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

	<ul style="list-style-type: none"> • Manage contracts and monitor the provision of service to ensure compliance with contract and service agreements
--	---

Key Competencies

Knowledge and Experience	<ul style="list-style-type: none"> • Excellent knowledge of economic principles • Understanding of contemporary issues in the Western Australian economy • Demonstrated experience in policy development • Knowledge of the Australian system of government and the intergovernmental relationships between the three spheres of government in Australia
Skills	<ul style="list-style-type: none"> • High level interpersonal skills, with the ability to influence both internal and external stakeholders to secure outcomes • Advanced analytical and conceptual skills, including an ability to structure problems, analyse data and present solutions to decision-makers • Highly developed legislative and strategic policy development skills involving conceptual, research and qualitative and quantitative analysis skills • Comprehensive written communication skills • High degree of organisation and time management with the ability to prioritise • Highly developed strategic advocacy skills • Project management skills with an understanding around managing the priorities of multiple stakeholders in a complex environment • Proven ability to actively participate in, and contribute to, team outcomes
Behaviours	<ul style="list-style-type: none"> • Willingness to travel to visit regional members and attend or present at relevant intrastate meetings and conferences • Set a tone of integrity and professionalism within WALGA and in dealings external to WALGA • Takes accountability by accepting responsibility for own actions and decisions and demonstrates commitment to accomplish work in an ethical, efficient and cost-effective manner • Incorporate future thinking into planning and develop innovative approaches to achieve long-term objectives • Effectively shape perceptions and outcomes through communication • Demonstrates respect for and willingness to work in the team by valuing the contributions, views and needs of others and participating, contributing and progressing the team's objectives to an agreed outcome • Show an awareness of the principles of Workplace Health & Safety and applies them by taking care and being alert about issues in the workplace • Assist in identifying WHS risks within the workplace, ensuring that all potential risks are properly reported

	<ul style="list-style-type: none"> Foster a culture of openness and support regarding mental health and well-being, encouraging employees to seek help when needed
Values	<p>Ability to demonstrate and apply WALGA's values.</p> <ul style="list-style-type: none"> Respect - We act honestly, with integrity and respect Excellence - We strive for excellence and an environment of continuous improvement Accountability - We take responsibility and work openly and transparently Collaboration - We value strong relationships and partnerships Curiosity - We encourage a spirit of enquiry, and an Innovation mindset