

# Position Description

Position Title	Senior Policy Advisor Community
Portfolio	Policy
Reports To	Policy Manager Community
Employment Type	Full-Time
Location	West Leederville

## Team Overview

The Community team sits within the Policy Portfolio. The Team is responsible for providing support, advice, assistance and representation with regards to government policy and legislation that impacts Local Government functions in various areas of community development and social policy.

## Position Purpose

The Senior Policy Advisor Community provides strategic policy development advice and advocacy on behalf of member Local Governments and undertakes stakeholder engagement with key stakeholders, formulates representative policy positions, submission and responses on community development and social policy matters and recommends strategies for implementation by WALGA and member Local Governments.

## Key Accountabilities

Mentoring / Supervision	<ul style="list-style-type: none"> <li>Lead discussions and decisions regarding key projects and deliverables.</li> <li>Oversee management of workflow and deliverables and support performance and development for nominated direct report(s) / projects</li> </ul>
Strategy and Advocacy	<ul style="list-style-type: none"> <li>Provide strategic and operational advice to management.</li> <li>Prepare strategic and technical reports and discussion documents as required.</li> <li>Develop and implement strategic advocacy plans as required.</li> </ul>
Policy	<ul style="list-style-type: none"> <li>Provide policy advice to Local Government and Management.</li> <li>Undertake complex research and analysis to develop policy positions and inform submissions and provide policy advice.</li> <li>Consult with members and develop policy positions and submissions on Commonwealth and State strategies and legislation that is within area of expertise.</li> </ul>



	<ul style="list-style-type: none"> <li>• Represent Local Government interests in policy and legislative issues at a Commonwealth and State level and liaise with key internal and external stakeholders.</li> <li>• Proactively identify and prioritise current and emerging policy issues; report and provide advice and potential options for consideration of the Policy Manager Community.</li> </ul>
Funding	<ul style="list-style-type: none"> <li>• Assist Local Government in accessing State and Commonwealth funding through the development of, and advocacy for new funding opportunities, and the promotion of funding opportunities as they arise.</li> </ul>
Coordination	<ul style="list-style-type: none"> <li>• Coordinate and maintain advocacy plans for each portfolio in order to assist the team to stay focussed and on track with deliverables.</li> <li>• Coordinate events and workshops that engage the sector through identified key themes.</li> <li>• Coordinate advisory groups and working groups as required.</li> </ul>
Representation	<ul style="list-style-type: none"> <li>• Represent the interests of Local Government on various forums, committees and working groups, identify and analyse potential issues and matters arising from meetings and feeding back relevant information to members and key stakeholders.</li> <li>• Represent the Association at various forums, Committees and working groups.</li> <li>• Develop strong positive relationships with external and internal stakeholders.</li> </ul>

## Key Relationships

Who	Why
Internal	
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 expert advice and contribute to decision making.</li> <li>• Identify emerging issues/risks and their implications and propose solutions.</li> <li>• Report on progress towards business objectives and discuss future directions.</li> <li>• Provide support with management of Community team.</li> </ul>
Direct Reports	<ul style="list-style-type: none"> <li>• Lead discussions and decisions regarding key projects and deliverables.</li> <li>• Oversee management of workflow and deliverables and support performance and development for nominated direct report(s) / projects</li> <li>• Guide, support, coach and mentor.</li> </ul>



Team	<ul style="list-style-type: none"> <li>Support a positive environment through teamwork, sharing knowledge and supporting colleagues.</li> </ul>
Stakeholders	<ul style="list-style-type: none"> <li>Provide expert 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 professional networks and relationships across other jurisdictions 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 delivery and evaluation of projects and policy.</li> <li>Manage expectations and resolve issues.</li> <li>Communicate needs, facilitate routine business transactions.</li> <li>Monitor, direct and address enquiries.</li> </ul>
Supplier/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 and approve 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

Knowledge and Experience	<ul style="list-style-type: none"> <li>Experience in a senior position within a comparable organisation with strategic policy and stakeholder engagement as focal points</li> <li>Demonstrated experience in representation and, strategic advocacy</li> <li>Demonstrated experience in research and analysis including effective development of policies and advocacy positions</li> <li>Demonstrated experience in consultation design and processes and the development of representative submissions and strategies.</li> <li>High level understanding of Australian legislative framework and the key Western Australian legislation that guides the business of Local Government.</li> <li>Excellent understanding of community development and issues that may arise within a Western Australian context.</li> <li>Knowledge of Local Government roles, responsibilities and decision making processes.</li> </ul>
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	<ul style="list-style-type: none"><li>• Knowledge of State and Commonwealth Government structures.</li><li>• Previous experience in Local Government or the Public Sector. <i>(Desirable)</i></li><li>• Familiarity with the operation of a representative body. <i>(Desirable)</i></li></ul>
Skills	<ul style="list-style-type: none"><li>• Highly developed legislative and strategic policy development skills involving conceptual, research and qualitative and quantitative analysis skills.</li><li>• Highly developed collaboration, interpersonal, stakeholder management, facilitation and negotiation skills.</li><li>• Excellent written and verbal communication skills including the ability to prepare high quality written reports, policies, action plans, correspondence and other documentation as required.</li><li>• Proven research, conceptual, analytic and strategic ability</li><li>• Highly developed strategic advocacy skills.</li><li>• Experience in designing and implementing stakeholder consultation processes.</li><li>• High level ability to manage simultaneous and competing priorities through to completion with sound outcomes.</li><li>• Highly adept at using Microsoft 365 applications as well as utilising web based applications and online tools.</li><li>• Ability to work autonomously and as part of a team.</li><li>• Project and grant management skills.</li></ul>
Behaviours	<ul style="list-style-type: none"><li>• Willingness to travel to visit regional members and attend or present at relevant intrastate meetings and conferences.</li><li>• Sets a tone of integrity and professionalism within WALGA and in dealings external to WALGA.</li><li>• Incorporate future thinking into planning and develop innovative approaches to achieve long-term objectives.</li><li>• Effectively shape perceptions and outcomes through communication.</li><li>• Provides insights and recommendations that shape decision-making processes,</li><li>• Add value to Advocacy efforts through meaningful contributions and well-informed recommendations.</li><li>• Build organisational change readiness by anticipating and addressing potential resistance to change,</li><li>• Create a culture of partnership and collaboration within the organisation and external stakeholders.</li><li>• Show an awareness of the principles of Workplace Health &amp; Safety and applies them by taking care and being alert about issues in the workplace.</li><li>• Assist in identifying Workplace Health &amp; Safety risks within the workplace, ensuring that all potential risks are properly reported.</li><li>• Foster a culture of openness and support regarding mental health and well-being, encouraging employees to seek help when needed.</li></ul>



<b>Values</b>	Ability to demonstrate and apply WALGA's values. <ul style="list-style-type: none"><li>• <b>Respect:</b> We treat everyone with honesty, integrity, and respect.</li><li>• <b>Excellence:</b> We are a professional organisation, delivering positive impact for members and community.</li><li>• <b>Accountable:</b> We take responsibility and work openly and transparently to earn the trust of our stakeholders.</li><li>• <b>Collaborative:</b> We leverage strong relationships and partnerships.</li><li>• <b>Innovative:</b> We constantly strive to improve, innovate, and adapt.</li></ul>
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