

# Position Description

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

## Team Overview

This position sits within the Emergency Management Team which is responsible for providing advice and advocacy in relation to government policy and legislation that impacts Local Government functions in emergency management.

## Position Purpose

The Senior Policy Advisor Emergency Management provides strategic policy development advice and advocacy on behalf of member Local Governments and undertakes stakeholder engagement with key stakeholders, formulates representative policy positions, submissions and responses on emergency management 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 and 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>Undertake complex research and analysis to develop strategic policy positions and inform submissions.</li> <li>Draft policy submissions on Commonwealth or State strategies and legislation that is within area of expertise, gather feedback from sector via consultation, determine impacts on Local Government and undertake advocacy activities arising.</li> </ul>

	<ul style="list-style-type: none"> <li>• Liaise with key external and internal stakeholders related to the nominated portfolio areas to undertake advocacy and assist with the development of policy positions and provide appropriate advice on existing and emerging policy issues.</li> <li>• Review proposed legislation/legislative amendments that may affect Local Government.</li> <li>• Develop policy positions and represent Local Government interests in policy and legislative issues at a State and Federal level.</li> <li>• Proactively identify current and emerging program-related issues; report and provide advice and potential options for consideration of the Policy Manager, Emergency Management</li> </ul>
Coordination	<ul style="list-style-type: none"> <li>• Coordinate and maintain advocacy plans for relevant portfolios in order guide work plan.</li> <li>• Coordinate events and workshops that engage the sector through identified key themes, in particular emerging significant issues.</li> <li>• Coordinate advisory groups and working groups as required.</li> <li>• Design and coordinate consultation processes to gather sector feedback on key issues.</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 proposals, and the promotion of funding opportunities as they arise.</li> </ul>
Representation	<ul style="list-style-type: none"> <li>• Represent the interests of Local Government on various committees, working groups and advisory groups across WA, understand potential issues and matters arising from meetings and feeding back to 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> </ul>

<b>Direct Reports</b>	<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>
<b>Team</b>	<ul style="list-style-type: none"> <li>• Support a positive environment through teamwork, sharing knowledge and supporting colleagues.</li> </ul>
<b>Stakeholders</b>	<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>
<b>External</b>	
<b>Stakeholders</b>	<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>
<b>Supplier/Service Providers and Consultants</b>	<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

<b>Knowledge and Experience</b>	<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 policy and advocacy positions.</li> <li>• Demonstrated experience in consultation design and processes and the development of representative submissions and strategies.</li> </ul>
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	<ul style="list-style-type: none"> <li>• High level understanding of Australian legislative framework and the key Western Australian legislation that guides emergency management activities of Local Government (i.e. <i>Local Government Act 1995; Emergency Management Act 2005; Bushfires Act 1956</i>).</li> <li>• Excellent understanding of emergency management principles and issues that may arise in a Western Australian context.</li> <li>• Ability to demonstrate understanding of issues relating to emergency management that may arise within a Western Australian context.</li> <li>• Knowledge of Local Government roles, responsibilities and decision making processes.</li> <li>• Knowledge of State and Commonwealth Government structures.</li> <li>• Experience in designing and implementing stakeholder consultation processes.</li> <li>• Previous experience in an emergency management environment. <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>• High level ability to manage simultaneous and competing priorities through to completion with sound outcomes.</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>• Set a tone of integrity and professionalism within WALGA and in dealings external to WALGA.</li> <li>• Willingness to travel to visit regional members and attend or present at relevant intrastate meetings and conferences and attend emergency incident related meetings on nominated weekends during the high threat bushfire season.</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> </ul>

	<ul style="list-style-type: none"> <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 WHS 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>
<p><b>Values</b></p>	<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>