



POSITION DESCRIPTION

Western Australian Local Government Association

Position Title	Principal Policy Advisor Economic Development
Portfolio	Policy
Reports To	Manager Economics
Employment Type	Full-time
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 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, as required.
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 Management	<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

	<p>Alliance, Economic Development Australia and other Government agencies.</p> <ul style="list-style-type: none"> • Represent the Association at various forums, Committees and working groups as required. • Manage WALGA's Economic Development Policy Forum
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Key Relationships

Who	Why
Internal	
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 • Manage contracts and monitor the provision of service to ensure compliance with contract and service agreements

Key Competencies/Demonstrated Experience

Knowledge & Experience	<ul style="list-style-type: none"> • Excellent knowledge of economic theory and 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 and 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. • Ability to analyse policy and legislation. • Comprehensive written communication skills. • High degree of organisation, time management, and the ability to prioritise. • Project management skills and understanding how to manage the priorities of multiple stakeholders in a complex environment.

	<ul style="list-style-type: none"> • Proven ability to actively participate in, and contribute to, team outcomes.
Behaviours	<ul style="list-style-type: none"> • Promotes the Association in a professional manner in interactions with members, suppliers and the general public by showing openness, truthfulness, reliability and consistency with others. • Takes accountability by accepting responsibility for own actions and decisions and demonstrates commitment to accomplish work in an ethical, efficient and cost-effective manner. • 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 • Shows an awareness of the principles of Occupational, Safety & Health and applies them by taking care and being alert about issues in the workplace