

Job Title	POLICY OFFICER
Position Code	P136
Salary System Grade	Grade 5
Approved Date	28 June 2017

Primary Purpose of the Job

The Policy Officer coordinates and undertakes policy development, providing analysis and advice, to support Council policy initiatives and commitments. The Policy Officer will prepare written communications, and undertake research and project based work to support the Coordinator Executive Services.

Job Specific Key Accountabilities



The following Job Specific Key Accountabilities provide a high level description of the outcomes that the incumbent of this job is expected to deliver. These accountabilities are outcomes focused, and should be considered alongside Council's **Our People Capability & Behaviour Framework**:

1. Perform a range of policy development activities, in a setting of competing demands and priorities, whilst adapting and assimilating information quickly to ensure policy outcomes are achieved.
2. Provide support to the Mayor and Councillors on committee functions, drafting policy and motions, and with policy matters raised in Council Agenda's.
3. Assist in the preparation of written communications for the community and other levels of Government, on behalf of Council and the Mayor.
4. Review, develop and provide sound policy advice taking into consideration Council policy direction and relevant legislation.
5. Undertake research and analysis to contribute to the policy and decision making process.
6. Provide a range of project management and support services, including preparation of discussion papers, briefs and submissions, to contribute to the development and delivery of policy initiatives.
7. Communicate with key stakeholders and coordinate working groups, committee meetings, and stakeholder consultations to support engagement as well as policy development and implementation.
8. Assist in the preparation of report for monitoring and evaluation purposes to contribute to the achievement of policy outcomes.
9. Any other duties commensurate with the employee's skill level, competency and training, such as carrying out asset condition inspections and general service request inspections.

Key Capabilities

The Muswellbrook Shire Council **Our People Capability & Behaviour Framework** applies to all Council employees. This job requires the following level of capabilities and behaviours in accordance with the Framework:



The following 3 capabilities have been selected from the Framework at the level indicated above, as **Key Capabilities** for this job. Key Capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the typical behaviours expected to be displayed in this position and should be read considered alongside the Job Specific Key Accountabilities:

Muswellbrook Shire Council Capability Framework

Group and Capability

Capability & Behaviour Descriptors



Ethical Behaviour: Be professional, ethical, and demonstrate behaviour in line with Council's SPIRIT Values

- Represent Council in an honest, ethical and professional way, demonstrating Council's SPIRIT Values
- Understand and act in accordance with legislative and policy frameworks
- Recognise, seek advice and report misconduct, illegal and inappropriate behaviour



Effective Communication: Listen, interpret and convey information in a clear and respectful manner

- Present your ideas and views in a clear and respectful way
- Consider body language and facial expressions and adapt where necessary
- View concerns and disagreements as challenges to be solved, and follow issues through to resolution



Achievement: Achieve quality outcomes in line with organisational objectives

- Plan and use the available resources to complete work tasks within acceptable budget, timeframes and standards
- Understand objectives and prioritise work accordingly
- Identify and suggest system or process improvements within your own functional area

Key Tickets, Qualifications and Other Skills

- Degree in an appropriate discipline (e.g. Politics, Communications, Law, Economics, Public Administration, Business) &/or equivalent experience.
- Class C Drivers Licence.
- Demonstrated experience and/or capability to deliver the *Job Specific Key Accountabilities* (above).
- Demonstrated **Developed** level key capabilities as defined in the *Key Capabilities* Table (above).