

Position Description

Position Title	Senior Policy Officer – Community Safety
Position Number	SEP012
Directorate	Community Development
Business Unit/s	Community Safety
Reports to	Service Lead Community Safety Strategy and Support
Classification	Level 7

Organisational Overview

The City of Stirling (the City) is located eight kilometres north of Perth’s central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 243,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1,500 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision

A sustainable City with a local focus.

Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

Values

The City of Stirling’s core values are:



Approachable
We are welcoming, respectful and work collaboratively towards our shared goals.



Responsive
We understand our Community needs and are proactive to achieve positive outcomes.



Transparent
We approach work with integrity and are open in our interactions.



Innovative
We strive for continuous improvement to deliver a sustainable future and a positive impact for our Community.

Business Unit Objective

Work with the community and partners to create a safer City through intelligence-led services, contemporary practice and effective engagement.

Position Overview

Reporting to the Service Lead – Community Safety Strategy and Support, the Senior Policy Officer provides specialist policy, governance, research and process-improvement capability across the Operational, Engagement and Business Support streams. The role develops and maintains contemporary, compliant policy and procedural frameworks, delivers high-quality analysis and advice and supports evidence-based decision-making, quality assurance and continuous improvement to enhance service delivery and community safety outcomes.

Position Objectives

Policy, Governance and Compliance Support

- Develop, review and maintain policies, procedures and operational guidelines that support Community Safety service delivery.
- Ensure governance frameworks reflect legislative requirements, local laws and best-practice models for community safety.
- Provide high-level interpretation of legislation and regulatory instruments and translate into clear operational guidance.
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Strategic Research, Intelligence and Insights

- Undertake research, data analysis and environmental scanning on safety trends, crime prevention, regulatory changes and service models.
- Prepare decision-ready reports, briefing notes and business cases for the Service Lead, Manager Community Safety and Executive.
- Develop performance and compliance insights (KPIs, dashboards) that identify risks, trends and improvement opportunities.
- Assist with preparation of Council/Committee reports and responses to information requests.

Systems, Process and Quality Improvement

- Map, review and optimise workflows to support to improve quality and efficiency.
- Design and embed quality assurance controls, document control standards and version integrity.
- Support internal audit actions and continuous improvement initiatives to uplift capability and consistency.
- Implement service delivery outcomes across all work streams with a focus on systems and processes aligned with continuous improvement principles and excellence in service delivery.
- Investigate, analyse and manage complex issues, policies and practices, to identify potential issues and respond with appropriate solutions.
- Develop, manage and monitor processes related to service delivery performance and impact for Community Safety Services, with a focus on key reforms and projects.

Corporate Responsibilities

- Undertake duties and responsibilities in accordance with corporate Policies, Management Practices and Procedures and demonstrate expected behaviours aligned with the City's Values and Code of Conduct.
- Observe all safe working practices in accordance with relevant Policies, Management Practices and Procedures.
- Contribute to the achievement of corporate objectives by ensuring that stakeholders are responded to in a professional and timely manner.
- Identify, manage, review and report on Risk in line with the City's Risk Management Framework.
- Takes responsibility for and actively promotes the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Undertake duties and responsibilities in accordance with the City's Customer Service Charter
- Undertake Community Engagement where required, to optimise trust, inform decision-making, share knowledge, and strengthen relationships with the community in accordance with the City's Community Engagement Policy.
- Perform other duties as reasonably directed.

Selection Criteria

Qualifications/Education Level	
Tertiary qualifications in Public Policy, Governance, Business, Law, Research or significant experience in a relevant field.	Essential
Demonstrated experience in policy development, governance and/or compliance within government or a regulated environment.	Essential
Proven ability to interpret legislation, Local Laws and regulatory frameworks and provide clear operational advice.	Essential
Experience in research, data analysis and preparation of decision-ready reports and briefing materials.	Essential

Knowledge, Skills, Experience & Abilities	
Experience in policy development, governance or legislative compliance.	Essential
High-level written communication skills, with the ability to produce policies, technical reports and Council/Committee documentation.	Essential
Strong stakeholder engagement and influencing skills across diverse internal and external stakeholders.	Essential
Ability to manage multiple priorities and deadlines while operating with a high degree of autonomy.	Essential
Experience facilitating change management and introduction of new work processes across diverse teams.	Essential
Proven ability to quickly interpret and create insight from complex information (including legislation and policies)	Essential
Other	
National Police Clearance (under 3 months).	Essential
Current Driver's Licence	Essential

Office use only

Position Creation Date	Date	3 February 2026	Officer	Service Lead Community Safety Strategy and Support
Last reviewed/Modified	Date	3 February 2026	Officer	Manager Community Safety