



Program Manager Grants and Agreements

Position Number:	100643	Portfolio:	Climate and Sustainability
Classification:	Level 7	Reports to:	Senior Manager Programs, Level 8
Location:	Joondalup	Direct Reports:	4

Description

This position is responsible for the delivery of the grants and agreements program to facilitate and drive waste avoidance and resource recovery initiatives in alignment with the *Waste Avoidance and Resource Recovery Strategy 2030*.

The position implements contemporary practice in waste related programs, particularly in the areas of administration of funds for Waste Authority funded programs, to proactively improve community, local government and stakeholder waste practices and performance to deliver excellent environmental outcomes.

The position also works collaboratively both internally and across key stakeholder agencies and industry to provide the Senior Manager Programs with accurate and timely advice and services.

Responsibilities

In context of above description, the role:

- Leads the planning, preparation and delivery of the Grants and Agreements program, including managing governance frameworks and probity processes.
- Implements and maintains the Waste Authority funded programs including Better Bins and Better Bins Plus.
- Delivers program outcomes according to established objectives and timeframes.
- Develops, leads and empowers team members, setting clear expectations and managing performance to deliver quality and timely outcomes.
- Provides subject matter advice to the department on the alignment of grant programs to a strategic framework, with continuous analysis to identify opportunities for consolidation or collaboration.
- Ensures the efficient and effective delivery of the program's objectives including the management of resources to ensure appropriate outcomes are achieved within budget and time parameters.
- Contributes to and participates in, business planning and implementation.
- Builds and maintain positive relationships across the department and the Waste Authority, and across a diverse range of external stakeholders including Commonwealth Government, local governments, community organisations and other State Government agencies, to achieve State Waste Strategy goals and Government priorities.
- Performs additional duties within the skill and scope of position capabilities and departmental needs.



Our people, our leaders, our values

At DWER, every employee is a leader. To support this, we have established clear [Leadership Expectations](#). For this role, you will be a [Leading Others](#). Demonstrating the expected behaviours is crucial and aligned with the role's requirements.

Our culture is shaped by our [values](#). All employees are expected to uphold equity, diversity and inclusion, work health and safety, and ethical principles in all aspects of their work. This includes demonstrating cultural responsiveness by valuing diverse perspectives and contributing to culturally safe, inclusive, and trusted services – particularly for Aboriginal people and communities.

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Work Related Requirements

Read these requirements in context of the above contents.

Essential

1. You have demonstrated budget and project management skills, including the ability to plan and deliver programs and services to a high standard within required timeframes (*you deliver on high leverage areas*).
2. You have a strong commitment to teamwork to create a shared sense of purpose (*you lead collectively*).
3. You can conceptualise, analyse and evaluate information to develop practical solutions (*you think through complexity*).
4. You have a high level of written and oral communication and interpersonal skills, experience in building and sustaining relationships between diverse stakeholders, and working collaboratively and facilitating cooperation (*you dynamically sense the environment*).
5. You can understand and apply legislation and policy to support Government and Departmental objectives (*you embody the spirit of public service*).

Desirable

6. You understand contemporary best practice in waste avoidance, resource recovery and environmental protection from the impacts of waste.
7. You have substantial experience in waste-related programs.

Special Requirements

- The department will conduct a national police check before offering employment.