



Senior Program Officer – Clean Energy Future Fund

Position Number:	101395	Portfolio:	Climate and Sustainability
Classification:	Level 6	Reports to:	Principal Policy Officer, SCL4
Location:	Joondalup	Direct Reports:	Nil

Description

The Senior Program Officer supports the development and implementation of the Clean Energy Future Fund (CEFF), and the Carbon Innovation Grants Program (CIGP). CEFF is aimed at supporting the implementation of innovative clean energy and energy efficiency projects in Western Australia and aims to reduce carbon emissions and enhance renewable energy adoption.

The CIGP objective is to build the capacity of heavy industry sectors to transition to net zero emissions by 2050, in line with the WA Government's 2050 target.

The role involves developing and maintaining program documentation, systems and record-keeping functions, ensuring compliance with governance and probity standards. It is responsible for assessing and evaluating reports, documents and data provided by grant applicants or recipients to ensure adherence to approved funding agreements. The role collaborates with technical experts, stakeholders, and decision-makers to attain program outcomes, and provide advice on all aspects of the program.

Responsibilities

In context of above description, the role:

- Assessing and evaluating grant applications, project milestone completion reports, requests to vary project milestone schedules and other documents and data to ensure delivery of program/project outcomes according to established objectives and timeframes.
- Developing and maintaining processes, systems, and record keeping functions that support the governance of the Clean Energy Future Fund and Carbon Innovation Grants Program.
- Liaising and collaborating with internal and external stakeholders, contractors, grant applicants and recipients to deliver program outcomes.
- Preparing documentation, briefings, reports, correspondence, and discussion papers.
- Developing and delivering Program promotional material and events.
- Working in collaboration with the Program Managers with program evaluation, continuous improvement, and progress reporting activities.
- Identifying emerging issues and technologies relevant to the Program and proposes a response in line with Program and Government.
- Ensuring appropriate outcomes are achieved within budget and time parameters and in accordance with government Probity principles.
- Undertakes additional duties within the skill and scope of the 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 [Personal Leader](#). 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 well-developed conceptual and analytical skills, enabling you to assess complex information, evaluate grant applications and project reports, identify key issues and risks, and make informed recommendations that support effective program delivery and strategic planning (*you think through complexity*).
2. You have well-developed communication skills, with the ability to prepare and deliver high-quality program documentation, reports, presentations, and promotional materials, and to facilitate discussions, negotiations, and stakeholder consultations to support shared understanding and program success (*you lead collectively*).
3. You have considerable experience delivering products and services to required standards and within agreed timeframes, using your organisational skills and professional judgement to ensure high-quality outputs in a dynamic program environment (*you deliver on high-leverage areas*).
4. You have considerable experience working effectively within diverse professional teams, using your ability to manage and develop yourself, support others, and champion change to contribute to a positive, adaptable, and high-performing work environment (*you lead adaptively*).

Desirable

5. Experience in grants management or administering grant programs and budgets.
6. Tertiary qualifications in a relevant Environmental Science, Engineering, Computing or Economics field.
7. Demonstrated understanding of carbon accounting principles

Special Requirements

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