



Policy Officer

Position Number:	3032981	Portfolio:	Climate and Sustainability
Classification:	Level 5	Reports to:	Program Manager, L7
Location:	Joondalup	Direct Reports:	Nil

Description

This position is located within the Policy and Reform branch which has primary responsibility for strategic development and review, waste levy policy and legislative reform, and providing input into national reforms.

The Policy Officer provides support and assistance to the Waste Authority, the Minister and the Department in relation to waste policy. This role contributes to the development and implementation of policies to support the Government's waste and recycling objectives, specifically, those set out in Western Australia's *Waste Avoidance and Resource Recovery Strategy 2030*. This role has an emphasis on researching and analysing waste management policies, systems and performance for potential application in Western Australia. Additionally, this position responds to emerging priorities to support a productive and sustainable recycling sector in Western Australia.

Responsibilities

In context of above description, the role:

- Undertakes research and policy analysis into waste management issues to support the State Waste Strategy and annual business plan.
- Contributes to the development and implementation of policies and programs consistent with Departmental and State Government objectives.
- Prepares advice and support to the Waste Authority, the Department and Minister regarding current, evolving or emerging waste policy issues to facilitate executive decision-making.
- Assists in the preparation and coordination of submissions, discussion papers, reports, ministerial advice and responses to correspondence relating to waste management practices.
- Provides advice and liaises with a wide range of agencies and groups to ensure collaborative, consultative and consistent approaches to waste management policy and program development and implementation.
- Works collaboratively within other team members to implement strategic initiatives and to inform, influence and leverage the Department's or State Government's approach where appropriate.
- Participates in the review and monitoring of waste management policies, research, programs and practices to inform evidence-based decision-making and regulatory reform.
- Undertakes 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 [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 can understand and apply legislation and policy to support government and organisational objectives (*you embody the spirit of public service*).
2. You have well developed conceptual, analytical and problem-solving skills, with a demonstrated ability to evaluate information to develop practical solutions and make informed decisions (*you think through complexity*).
3. You have well developed interpersonal and communications skills, including a demonstrated ability to communicate effectively with internal and external stakeholders including the ability to gain consensus and commitment from others and resolve issues and conflict (*you dynamically sense the environment*).
4. You have well developed experience in developing and implementing public policy to a high standard within the required timeframes (*you deliver on high leverage areas*).
5. You have a proven ability to work collaboratively within a team environment and contribute to the achievement of the team goals and champion change (*you lead collectively*).

Desirable

6. You have a demonstrated knowledge of waste and recycling policy and/or experience in waste management practices/programs related to waste avoidance, resource recovery and environmental protection.

Special Requirements

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