



## Job Description Form

### Senior Policy Officer

Position Number:	100766	Portfolio:	Climate and Sustainability
Classification:	Level 6	Reports to:	Program Manager, Level 7
Location:	Joondalup	Direct Reports:	Nil

### Description

*The Senior Policy Officer role is located within the Policy and Reform branch which has primary responsibility for strategic development and legislative reform.*

*The Senior Policy Officer provides support to the Waste Authority, the Minister and the Department in relation to waste policy and emerging waste streams. This role contributes to the development and implementation of policies and programs to support the Government’s waste and recycling objectives aligned with Western Australia’s Waste Avoidance and Resource Recovery Strategy 2030.*

*The role also works collaboratively with technical experts and decision-makers to deliver program outcomes and provides input into national reforms.*

### Responsibilities

*In context of above description, the role:*

- Conduct research and analysis to inform policy development and draft policy options.
- Undertaking complex analysis of problems and solutions, developing the evidence base, testing options, and recommending sound and reasoned solutions.
- Manage contracts and initiatives to deliver policy outcomes within agreed timeframes and budgets.
- Prepare and/or coordinate correspondence including briefing notes, reports and discussion papers for both internal and external stakeholders.
- Provides advice and liaises with a wide range of agencies and groups to ensure collaborative, consultative and consistent approaches to waste management policy, program development and implementation.
- Ensure policies align with legislative requirements and organisational priorities.
- Build and maintain positive working relationships with both internal and external stakeholders.
- Performs duties in accordance with departmental policies, procedures and relevant public sector legislation.
- Undertakes additional duties as required within the skills 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**

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*Read these requirements in context of the above contents.*

### **Essential**

1. You have considerable experience in the development and implementation of policy and the ability to contribute to project teams and managing contracts (*you deliver on high leverage areas*).
2. You have strong research and analytical skills with demonstrated ability to conceptualise and evaluate information to make informed decisions and develop practical solutions (*you think through complexity*).
3. You have strong written and verbal communication skills with demonstrated ability to articulate complex information and present it in a clear, concise, and confident manner (*you dynamically sense the environment*).
4. You have well-developed interpersonal and negotiation skills with demonstrated ability to work with and influence a diverse group of stakeholders to deliver products and services and gain consensus and commitment (*you build capability*).
5. You have demonstrated ability to understand and apply legislation and policy to support government and organisational objectives (*you embody the spirit of public service*).

### **Desirable**

6. Tertiary qualifications, or progression towards and/or an equivalent level of skills, knowledge and experience

## **Special Requirements**

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