



## Job Description Form

### Senior Programs Officer

|                  |           |                 |                            |
|------------------|-----------|-----------------|----------------------------|
| Position Number: | 3112586   | Portfolio:      | Climate and Sustainability |
| Classification:  | Level 6   | Reports to:     | Program Manager, Level 7   |
| Location:        | Joondalup | Direct Reports: | Nil                        |

### Description

This position is responsible for effectively and efficiently providing services to the Minister, the Waste Authority and the Department of Water and Environmental Regulation (the Department) in relation to waste policy and programs with an emphasis on the delivery and management of grants and funding programs to achieve excellent environmental outcomes.

### Responsibilities

#### In context of above description, the role:

- Creating a shared sense of purpose, aligned with the Department's direction and whole of Government agenda.
- Coordinating the planning, design, preparation and delivery of programs via grants and agreements primarily relating to waste and the circular economy, ensuring alignment with the Department's related activities.
- Assisting with the review and development of policy and plans.
- Contributing to achievement, innovation, continuous improvement, and collaboration to deliver key outcomes, improve knowledge and build capability.
- Providing proactive, timely and accurate communication and advice, including providing advice to the Minister, the Department, government departments and other stakeholders to support the development, implementation, management and evaluation of best practice waste policy and programs.
- Ensuring the delivery of programs via grants and agreements that achieve desired outputs and outcomes efficiently and effectively.
- Contributing to management of projects and providing creative solutions to problems and issues.
- Monitoring and reporting on performance against objectives and desired outcomes.
- Contributing to business planning including budgeting, workforce planning, KPIs and risk management.
- Contributing to sound planning, documenting, monitoring, evaluation and reporting of budgets, program development and evaluation of outcomes.
- Building and sustaining positive stakeholder/partner relationships across the Department, and diverse external stakeholders that may include The Waste Authority, other State Government agencies, local government authorities, peak bodies, Commonwealth Government and community organisations.

Artwork developed by Nani Creative in collaboration with DWER and Wongutha artist and designer Kevin Wilson.



- Undertakes additional duties as required within the skills and scope of the position capabilities and departmental needs.

## Our people, our leaders, our values

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At the Department, 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.



**We serve to  
make a  
difference**



**We build  
trust**



**We care**



**Open  
minds**



**Better  
together**

## Work related requirements

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

1. You have considerable experience in coordinating the planning, design, preparation, and successful delivery of grants, agreements and funding programs. (You embody the spirit of the public service).
2. You have well-developed conceptual and analytical skills with the demonstrated ability to evaluate information to develop practical solutions and make informed decisions. (You think through complexity).
3. You have well-developed budget and project management skills. (You deliver on high leverage areas).
4. You have a strong commitment to teamwork to create a shared sense of purpose within a diverse team of professionals and prioritise workload with a high level of attention to detail. (You lead adaptively).
5. You have well-developed written and oral communication and interpersonal skills, with experience in stakeholder management. (You dynamically sense the environment).
6. You have the ability to understand and apply legislation and policy to support Government and Departmental objectives. (You embody the spirit of the public service).

### Desirable

7. Tertiary qualifications in a relevant field and/or substantial experience in environment/natural resource management.

## Special requirements

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- The department will conduct a national police check before offering employment.
- The ability for independent travel.

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**Department of Water and Environmental Regulation**  
PN3112586: Senior Programs Officer

07/07/2026

HR