



Job Description Form

Principal Policy Officer

Position Number:	101215	Portfolio:	Climate and Sustainability
Classification:	Level 7	Reports to:	Senior Manager, Regional Planning, L8
Location:	Joondalup	Direct Reports:	2FTE

Description

The Principal Policy Officer is responsible for strategic initiatives to improve outcomes for native vegetation and its stakeholders in line with agency and Ministerial priorities. The role provides leadership to team members, including planning and coordinating work, supporting capability development, and ensuring delivery of high-quality outcomes. This includes policy analytics and advice, leading and contributing to legislative or policy reforms, stakeholder and interagency negotiations on policy matters, and researching and shaping new projects or programs. The position oversees strategic projects to improve policies, plans and practices.

The role focusses on strategic policy initiatives in line with agency and Ministerial priorities and supports actions under the Native Vegetation Policy and its Implementation Roadmap.

Responsibilities

In context of above description, the role:

- Leads and coordinates complex projects, including planning, governance, risk management, stakeholder engagement and delivery of agreed outcomes within required timeframes.
- Provides leadership, mentoring and performance support to team members, fostering a collaborative and high-performing team culture and ensuring achievement of agreed outcomes.
- Provides technical advice to contribute to the development and implementation of policies, processes and projects that supports State Government objectives including the State's Native Vegetation Policy and its Implementation Roadmap.
- Providing high quality verbal and written presentation of research and/or advice.
- Providing advice that supports the needs of environmental impact assessment and other environmental approval processes under the *Environmental Protection Act 1986* and also the Commonwealth *Environmental Protection and Biodiversity Conservation Act 1999*.
- Leads stakeholder engagement, consultation and negotiation with government agencies, industry, non-government organisations, Traditional Owners and the community to influence outcomes and support successful delivery of strategic projects and initiatives.



- 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 [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.



**We serve to
make a
difference**



**We build
trust**



We care



**Open
minds**



**Better
together**

Work related requirements

Read these requirements in context of the above contents.

1. You have significant experience managing projects to develop, implement, and evaluate policy, guidance, and strategies that support departmental and government objectives. You apply structured project management methodologies to deliver outcomes that contribute to policy reform and continuous improvement. (You deliver on high leverage areas).
2. You have a demonstrated understanding of environmental related disciplines, environmental impact assessment approaches (at both state and national levels) and/or a strong understanding of environmental legislative frameworks. You apply this knowledge to inform policy development and provide strategic advice in a complex and evolving regulatory environment. (You think through complexity).
3. You have well-developed interpersonal and leadership skills, enabling you to support and guide team members and manage conflict, liaise as well as an ability to negotiate effectively with technical experts, senior officers, and stakeholders in both the private and public sectors. You broker appropriate and sustainable outcomes through collaboration and engagement. (You dynamically sense the environment).
4. You have highly developed written and oral communication skills, with the ability to adapt communication style to effectively communicate complex policy and regulatory information to diverse audiences. You produce high-quality, publicly available documents within required timeframes, supporting transparency and informed stakeholder engagement. (You embrace the body of the public sector).

Special requirements

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