Government of **Western Australia**
Department of **Water and Environmental Regulation**

Job Description Form

Senior Officer – Grants and Agreements

Position Number:	100875	Portfolio:	Climate and Sustainability
Classification:	Level 6	Reports to:	Programs Manager – Grants and Agreements, L7
Location:	Joondalup	Direct Reports:	Nil

Description

The Senior Officer - Grants and Agreements coordinates the planning, development, delivery, monitoring and evaluation of grant programs and funding agreements that support the Department's strategic objectives and environmental outcomes.

The role provides advice on grants, agreements, projects and related policy matters; monitors program and funding performance; and builds effective relationships with internal and external stakeholders to support the accountable and effective delivery of program outcomes.

Responsibilities

In context of above description, the role:

- Coordinates the planning, development, implementation and delivery of grant programs and funding agreements in accordance with Departmental priorities, policies and relevant governance requirements.
- Coordinates and manages grant and funding agreement processes, including program documentation, assessment, establishment of funding arrangements, monitoring, evaluation, acquittal and reporting, ensuring compliance with relevant governance and accountability requirements.
- Provides well-researched and considered advice on grant programs, funding agreements, projects, policy and program delivery, including advice on complex or emerging issues, risks and appropriate responses.
- Researches, analyses and evaluates complex program, policy and funding information, exercises judgement in identifying emerging issues and risks, and develops evidence-based recommendations to support decision-making and resolve program and project issues.
- Monitors and evaluates program, project and funding performance against objectives, milestones and intended outcomes, identifying emerging issues and recommending appropriate responses.
- Contributes to the development, review and implementation of relevant policies, plans, procedures and program frameworks.
- Supports effective financial and program governance through budget monitoring, risk management, record keeping, reporting and other accountability requirements.
- Coordinates and contributes to projects and initiatives and develops practical solutions to issues affecting program delivery and outcomes.
- Builds and maintains effective relationships with internal and external stakeholders, including State and Commonwealth Government agencies, local governments, industry, peak bodies and community organisations.
- Contributes to continuous improvement by identifying opportunities to strengthen program administration, delivery, evaluation and reporting.

- 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.



Work related requirements

Read these requirements in context of the above contents.

Essential

1. You have well-developed conceptual, analytical and problem-solving skills, with the ability to analyse complex information, identify emerging issues and develop practical, evidence-based solutions (You think through complexity).
2. You have demonstrated experience in coordinating and delivering programs, projects, grants or funding agreements, including planning, implementation, monitoring, evaluation and reporting to achieve quality outcomes within agreed priorities and timeframes (You deliver on high leverage areas).
3. You have well-developed written, verbal and interpersonal communication skills, with the ability to provide clear and considered advice, work collaboratively and build effective relationships with a diverse range of internal and external stakeholders (You lead collectively).
4. You have the ability to understand, interpret and apply legislation, policy, procedures and governance requirements, and use sound judgement to support effective program delivery and decision-making (You dynamically sense the environment).
5. You have demonstrated ability to organise and prioritise work, adapt to changing requirements and contribute to continuous improvement and the achievement of team and organisational outcomes (You lead adaptively).

Desirable

6. You have a relevant tertiary qualification and/or experience relevant to environmental, natural resource or public sector program management.

Special requirements

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