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

Job Description Form

Senior Manager – Policy and Reform

Position Number:	3115616	Portfolio:	Climate and Sustainability
Classification:	Level 8	Reports to:	Executive Director – Circular Economy, C1
Location:	Joondalup	Direct Reports:	2 FTE

Description

The Senior Manager Policy and Reform provides strategic leadership for policy and reform initiatives related to waste avoidance, resource recovery and the transition to a circular economy.

The role leads, manages, and coordinates advice to Government and external advisory bodies on waste avoidance, resource recovery and the transition to a circular economy, and implementation of the Western Australian Waste Avoidance and Resource Recovery Strategy 2030. The role also oversees legislative and policy reform projects, collation and reporting of waste and recycling data and monitoring compliance with waste levy obligations.

The position provides high-level, timely advice to senior executives and leads a motivated team to deliver effective and efficient program outcomes.

Responsibilities

In context of above description, the role:

- Provides strategic leadership of the Policy and Reform Branch and is accountable for the delivery of policy, reform and program outcomes that support the State's waste avoidance, resource recovery and circular economy objectives.
- Leads the development, implementation and evaluation of policy and legislative reform initiatives and ensures alignment with Government priorities and departmental strategic objectives.
- Delivers authoritative, evidence-based advice and recommendations to Government, senior executives and stakeholders on complex policy and reform matters.
- Builds and maintains strategic partnerships and networks to influence outcomes and support achievement of environmental and government priorities.
- Ensures effective governance, performance, resource and risk management frameworks are established and maintained to support achievement of branch and organisational objectives..
- Monitors and responds to emerging issues, risks and opportunities to inform strategic decision-making and future policy directions.
- Contributes as a member of the Directorate leadership team to strategic planning, organisational performance, capability development, cultural leadership and continuous improvement across the Directorate.
- 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.



Work related requirements

Read these requirements in context of the above contents.

Essential

1. You have substantial experience leading the development, implementation and evaluation of complex policy, legislative reform, strategic programs or regulatory initiatives within government or similarly complex environments, ensuring outcomes align with organisational and Government priorities (You embody the spirit of public service).
2. You possess highly developed conceptual, analytical and strategic thinking skills, with demonstrated ability to evaluate complex issues, identify emerging risks and opportunities, and provide authoritative evidence-based advice and recommendations to support decision making (You deliver on high leverage areas).
3. You are an exceptional communicator with the ability to translate complex policy, legislative and strategic issues into clear advice, briefings, reports and recommendations, and influence outcomes across a range of audiences (You think through complexity).
4. You have demonstrated success leading and developing multidisciplinary teams, fostering a culture of accountability, collaboration, wellbeing, inclusion and continuous improvement while delivering organisational outcomes (You lead adaptively).
5. You excel in stakeholder engagement, negotiation and relationship management, with the ability to establish and maintain productive partnerships and achieve outcomes across government, industry, local government, community organisations and other key stakeholders (You lead collectively).
6. You demonstrate a strong ability to establish and maintain governance, risk management and performance frameworks, effectively manage resources, and ensure delivery of organisational objectives in accordance with legislative, policy and accountability requirements (You build capability).

Desirable

7. Tertiary qualifications in a relevant discipline or relevant work experience.
8. Experience in circular economy, waste or resource recovery related policy development, regulation, economic or technical issues.
9. Detailed understanding of the process for the development of government policy in Western Australia; its interface with Commonwealth processes; and a good knowledge of the Government's policies and priorities.

Special requirements

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