



## Senior Program Officer - Change

Position Number:	101674	Portfolio:	Strategy and Performance
Classification:	Level 6	Reports to:	Change Manager Level 7
Location:	Joondalup	Direct Reports:	Nil

### Description

The Senior Program Officer – Change supports the development and implementation of the Environment Online Business Readiness program.

This role involves developing change management strategies and delivering implementation activities to business areas across DWER as they are incorporated into Environment Online.

The role collaborates closely with other Environment Online [Readiness](#) Team members to ensure activities are aligned and integrated into a planned change management approach

### Responsibilities

- Develop and execute change management plans and deliverables including strategies to manage change resistance.
- Provide expert change management support for implementation activities for the Environment Online program.
- Supports the change manager with internal and external stakeholder analysis and engagement and other business readiness activities.
- Facilitate information sharing between Environment Online and other change management practitioners across DWER to ensure alignment of activities.
- Prepare documentation, briefings, reports, correspondence, and discussion papers.
- Work with a diverse range of stakeholders to promote the achievements of Environment Online within DWER as well as with external stakeholders.
- Developing and delivering program promotional material and events.
- Working in collaboration with team members on program evaluation, continuous improvement, and progress reporting activities.
- Upholds equity, diversity and inclusion, work health and safety and ethical principles in all aspects of this role.
- Promotes and ensures a safe workplace, addressing both physical and psychosocial safety.
- Applies curiosity and performs other duties as required.
- Demonstrates leadership behaviours and upholds our values in all actions.

### Our people, our leaders, our values

At DWER, we see every employee as a leader. This belief drives our success. 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 [values](#) created by our people. During the selection process, we will assess your ability to fulfil the role's responsibilities while upholding our values. We expect all employees to embody our values and showcase leadership in all aspects of their work.

We serve to make a difference | We build trust | We care | Open minds | Better Together

## Requirements

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### Essential

1. Considerable experience and ability to lead complex workstreams within projects (or change) and produce high quality products and outcomes.
2. Well-developed interpersonal, negotiation and communication skills, with the ability to build and maintain relationships with a diverse range of internal stakeholders.
3. Considerable experience and ability to provide high-level executive, administrative and/or change support to a range of stakeholders.
4. Well-developed planning and organisational skills, with the ability to manage competing priorities to meet short deadlines.
5. Considerable experience and ability to collaborate effectively with a diverse team of professionals, manage and develop self and champion change.

### Desirable

6. Relevant tertiary qualifications 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.

This position requires the ability to travel independently.