



## Project Officer – Cost Recovery

Position Number:	101208	Portfolio:	Approvals
Classification:	Level 5	Reports to:	Cost Recovery Manager – EPA Services, L7
Location:	Joondalup	Direct Reports:	Nil

## Operational Context

This role leads the development and evaluation of policy, legislation and programs in partnership with other department work areas and stakeholders to support the department's strategic objectives.

This role involves providing high-level policy advice, conducting complex research and analysis, and engaging with stakeholders to influence policy outcomes.

## Responsibilities

- Provides project support to the Cost Recovery Manager to undertake and maintain the Environmental Protection (Cost Recovery) Regulations 2021 including all cost recovery processes in the Environment Online System.
- Develops and maintains processes and procedures for cost recovery invoicing administration including validation of fees, coordinating approvals, processing invoices, issue to proponents, recording receipt of revenue, refunds, fee waiver, reduction, and extension requests.
- Provides advice on the appropriate financial administration of fees and payments, undertakes financial reconciliation activities, undertakes financial analysis and prepares reports to support cost recovery forward planning.
- Consults and collaborates with the Environment Online team to ensure the cost recovery process is fully captured in Environmental Online system.
- Undertakes user-testing in Environment Online system of the cost-recovery workflow, identify data errors, issues, and solutions.
- Supports the successful integration of Environment Online and the Department's financial information management system (TechnologyOne).
- Supports the development of cost recovery process maps for the business and customers.
- Supports the Cost Recovery Manager to lead the change within the EPA Services Directorate and educate internal and external stakeholders on the cost recovery process.
- Participates in EIA Entry priority projects that support business effectiveness and efficiencies of the EPA Services Directorate.
- 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.
- Demonstrates leadership behaviours and upholds our values in all actions
- Applies curiosity and performs other duties as required



## Our people, our leaders, our values

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At DWER, we see every employee as a leader. This belief drives our success. To support this, we have established clear [Leadership Expectations](#). This role will be [Personal Leadership](#). 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**

## Work Related Requirements –

**Consider the following requirements in relation to the role description and responsibilities outlined above.**

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- You have demonstrated experience in undertaking financial administration activities, ensuring accuracy and compliance with organisational processes while supporting efficient financial operations (*you take accountability*).
- You have experience planning and delivering successful projects, using structured approaches to manage time, resources, and risks to meet strategic objectives (*you deliver results*).
- You have the ability to work collaboratively to identify, analyse, and resolve complex problems, contributing to strategic and policy development with practical and innovative solutions (*you think through complexity*).
- You have high-level written and verbal communication skills, enabling you to clearly convey complex ideas and information to a range of internal and external stakeholders (*you communicate with purpose*).
- You demonstrate a strong commitment to teamwork, with well-developed interpersonal and negotiation skills that support effective collaboration and relationship building across diverse stakeholders (*you collaborate and influence*).
- You have the ability to lead and manage through change, adapting to shifting departmental priorities while maintaining focus on outcomes and team performance (*you lead with purpose*).

## Other Requirements

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