



JOB DESCRIPTION FORM


The mission of the Department of Environment and Conservation

Working with the community, we will ensure that Western Australia's environment is valued, protected and conserved, for its intrinsic value, and for the benefit of present and future generations.

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|--|--|--------------------------------------|
| Position Title Manager, Climate Change | | |
| Effective Date August 2011 | Position Number DEC3039936 | Level Level 8 |
| Services Environmental Services | Division Strategic Policy and Programs | Branch Climate Change Unit |
| Section | Agreement PSA 1992 / PSGA 2011 | Location Perth |

REPORTING RELATIONSHIPS

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| TITLE DIRECTOR STRATEGIC POLICY AND PROGRAMS |
| CLASSIFICATION CLASS 1 |

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| DEPARTMENT OF ENVIRONMENT AND CONSERVATION REGISTERED JDF |
| HR OFFICER:  |
| 02-Sep-11 |

↑
RESPONSIBLE TO

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| TITLE ASSISTANT DIRECTOR CLIMATE CHANGE AND STRATEGIC POLICY |
| CLASSIFICATION LEVEL 9 |



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| Other offices reporting directly to this office. TITLE AND CLASSIFICATION: |
| MANAGER STRATEGIC POLICY (LEVEL 8) |
| MANAGER, CLIMATE CHANGE PROGRAMS (SC5) |
| PRINCIPAL ECONOMIST (LEVEL 8) |
| PERSONAL ASSISTANT (LEVEL 3) |
| PROJECT OFFICER (LEVEL 3) |
| FINANCE AND ADMINISTRATION OFFICER (LEVEL 3) |

↑
RESPONSIBLE TO

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|--------------------|
| THIS OFFICE |
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| OFFICERS UNDER DIRECT RESPONSIBILITY | | | |
|---------------------------------------|-----|-------|---------------------------|
| TITLE | | LEVEL | NUMBER OF FTEs SUPERVISED |
| PRINCIPAL POLICY OFFICER (MITIGATION) | SC4 | | 1 |
| PRINCIPAL POLICY OFFICER (ADAPTATION) | | SC4 | 1 |
| CARBON ACCOUNTING MANAGER | SC3 | | 1 |

Role (brief outline of key responsibilities/duties) **and Scope** (i.e. level of guidance under which individual operates, range of assignments that may be undertaken, influence on results for work function/program)

Manages the Climate Change Unit on a day-to-day basis. Develops policy and advises on complex policy issues in the areas of climate change adaptation and mitigation, and related matters.

Individuals undertake their duties within the Department's Code of Conduct, policies/procedures and relevant Government legislation.

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RESPONSIBILITIES OF THIS POSITION

| Details (listed in descending order of importance) | % |
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| <p>1. Manages the Climate Change Unit</p> <ul style="list-style-type: none"> Plans and develops the Unit functions. Directs staff and ensures the maintenance of equal employment opportunity principles and practices within the Unit. Ensures output timelines and quality standards are maintained. Ensures appropriate fiscal management of the Unit budget. | 40 |
| <p>2. Policy Development</p> <ul style="list-style-type: none"> Develops policy and advises on complex policy issues in the areas of climate change adaptation and mitigation and related matters across Government. Leads, manages and coordinates priority policy projects in the work of various groups including intergovernmental and interdepartmental committees and taskforces. Advises on service improvements in systems and methodology to improve the effectiveness and timeliness of Government policy on climate change. | 30 |
| <p>3. Stakeholder Management</p> <ul style="list-style-type: none"> Works with internal and external stakeholders on matters relating to climate change issues. Facilitates positive and effective relationships to ensure high standards of customer service and stakeholder relationships are maintained. Promotes the development and maintenance of extensive relationships both internal and external to the Department, to support the work of the Department. | 20 |
| <p>4. Other Duties</p> <ul style="list-style-type: none"> Undertakes other duties as directed. | 10 |

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SELECTION CRITERIA

Applicants will be assessed against the selection criteria in the context of the position.

Applicants should address the following 5 criteria in a written application. These should be addressed in no more than three pages.

Please note all criteria are considered essential unless specified otherwise

1. High level demonstrated policy and policy implementation experience in a field relevant to climate change.
2. Substantial experience in managing staff and change in the work place.
3. High level research and writing skills including proven experience in the planning, development, implementation and evaluation of policy and policy initiatives.
4. Excellent interpersonal skills including leadership and negotiation skills and the ability to liaise effectively with senior officers in both the private and public sectors.
5. 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.

The following criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:

6. Substantial experience and demonstrated competence in financial management and other management systems including project management and risk management.
7. Highly developed conceptual, analytical and decision making skills.
8. Proficiency in the use of a personal computer including word processing, spread sheeting and database software.
9. Demonstrated understanding of Equal Employment Opportunity (EEO) and diversity principles and practices.
10. Current "C" class driver's license.
11. Knowledge and experience in providing advice to Government on climate change / greenhouse issues **(Desirable)**.
12. Tertiary qualification in a relevant area **(Desirable)**.

Applicants who are able to demonstrate that their actions and behaviours are representative of the department's values will be strong contenders for this position. Our Corporate Plan details the value sets of the department which are - honesty, courage, integrity, respect, openness, commitment, innovation.

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| OTHER | | | | | | | |
|---|--|-------------------------------|--|-----------------------------|--|-------------------------------|--|
| POSITION STATUS State whether position forms part of the permanent structure: YES OR NO | | YES | | | | | |
| FTE (e.g. 1, 0.5) | | 1 | | | | | |
| ALLOWANCES / SPECIAL CONDITIONS Please mark X in the box for allowances and conditions applicable. | | District Allowance | | NW Leave | | Air conditioning | |
| | | No Fixed Hours (Rangers only) | | Ranger Leave (Rangers only) | | Other - Please specify below: | |
| SPECIALISED EQUIPMENT OPERATED Specify type of equipment, make and model operated i.e. 4WD. | | | | | | | |
| ANZSCO CODE (PSB will insert) State ASCO Code | | 1399 | | | | | |
| WORKING WITH CHILDREN Please specify if this position requires a Working with Children check – please refer to http://www.checkwwc.wa.gov.au/AboutWWCChecks/default.htm if this position works with children for further information on whether this will be required. YES OR NO | | NO | | | | | |

| CERTIFICATION |
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- (i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

| BRANCH/DIVISION HEAD | DIRECTOR GENERAL |
|----------------------|-------------------|
| SIGNATURE: | SIGNATURE: |
| DATE: | DATE: |