



Principal Policy Officer

Position Number:	100519	Portfolio:	Climate and Sustainability
Classification:	Level 7	Reports to:	Director Water Policy, L9
Location:	Joondalup	Direct Reports:	Nil

Description

This position leads the Waterwise Branch to deliver work for the Department of Water and Environmental Regulation as part of a cross-government effort. The role is responsible for strategic planning, driving collaborative outcomes, performance tracking, and public representation of the program.

The Waterwise Branch is responsible for developing and implementing successive Waterwise Action Plans (Kep Katitjin - Gabi Kaadadjan) and the broader Waterwise Program as a whole

Responsibilities

In context of above description, the role:

- Leads the strategic delivery of complex projects, ensuring alignment with departmental priorities through robust planning, risk management, resource coordination, and quality assurance of deliverables.
- Mentors and guides staff, fostering a work environment that empowers, motivates, and develops the diverse talents of individuals and teams.
- Manages team performance and workload distribution, ensuring timely delivery of strategic outputs with minimal oversight, while building capability and resilience.
- Leads stakeholder engagement and relationship management both internally and externally, including senior strategic committees and boards, to support policy development, program delivery, and change initiatives.
- Harnesses internal and external capability working with cross-functional teams, to define complex problems, set objectives, and recommend evidence-based, well-considered options.
- Operates with a high-level understanding of State Budget, Cabinet processes, State-Commonwealth bilateral arrangements, and inter-agency governance, applying this knowledge to influence decision-making and program delivery.
- Prepares high-quality advice and documentation, including ministerial briefings, Cabinet submissions, strategic reports, and policy papers for Corporate Executive, Ministers, and stakeholders.
- Drives the development of government and departmental policy, business planning, and procedures, ensuring alignment with strategic objectives and legislative frameworks.
- Represents the Department at senior-level forums, including interagency, State, and national consultations and negotiations, advocating for departmental interests and collaborative outcomes.
- Ensures compliance with public sector legislation, departmental policies, procedures, and delegated authorities, promoting clarity and accountability.
- Upholds and promotes ethical leadership, applying the Western Australian Public Sector Code of Ethics and the Department's Code of Conduct in all actions.



- Demonstrates strategic curiosity and agility, identifying emerging opportunities and adapting approaches to meet evolving departmental and community needs.
- Performs additional duties as required, aligned with the scope of the position and departmental needs, contributing to a culture of continuous improvement and service excellence.

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 [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.

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

Work Related Requirements

Read these requirements in context of the above contents.

Essential

1. You have significant experience managing projects to develop, implement, and evaluate policy, guidance, and strategies that support departmental and government objectives. You apply structured project management methodologies to deliver outcomes that contribute to policy reform and continuous improvement (*you focus on results and deliver outcomes*).
2. You have a demonstrated understanding of environmental related disciplines, you apply this knowledge to inform policy development and provide strategic advice in a complex and evolving regulatory environment (*you think through complexity*).
3. You have the ability to manage changing priorities and maintain focus on agreed outcomes, demonstrating flexibility and resilience in delivering results that align with key operational objectives and stakeholder expectations (*you adapt and deliver*).
4. You have substantial experience in developing, implementing, and managing policy and procedures related to environmental disciplines, with a strong understanding of legislative frameworks. You apply your working knowledge of environmental legislation, policy, and regulation to guide decision-making and ensure compliance (*you lead with integrity and accountability*).
5. You have well-developed interpersonal and leadership skills, enabling you to manage conflict, liaise and negotiate effectively with technical experts, senior officers, and stakeholders in both the private and public sectors. You broker appropriate and sustainable outcomes through collaboration and engagement (*you connect to collaborate and influence*).
6. You have highly developed written and oral communication skills, with the ability to communicate complex policy and regulatory information clearly to diverse audiences. You produce high-quality, publicly available documents within required timeframes, supporting transparency and informed stakeholder engagement (*you communicate with clarity and impact*).

Desirable

7. Relevant tertiary qualifications and/or an equivalent level of skills, knowledge and experience.

Special Requirements

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