



## Job Description Grants and Programs Officer Level 5

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<b>Position Number:</b>	00036640	<b>FTE:</b>	1.0
<b>Directorate:</b>	Policy Planning and Innovation	<b>Location:</b>	Perth CBD
<b>Branch:</b>	Clean Energy National Skills Centre of Excellence	<b>Position Status:</b>	Temporary
<b>Agreement/Award:</b>	<i>Public Service Award 1992 Public Sector CSA Agreement 2024 or as replaced</i>		

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### Reporting Relationships

#### *Reports to:*

Associate Director – Clean Energy Program, Level 8

#### *Other officers reporting to the above office:*

Manager Clean Energy Grants and Programs, level 7 x 2

Grants and Programs Officer, Level 5

Policy and Program Officer, Level 4

#### *This Office – officers under direct responsibility:*

No direct reports

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### Key Role Statement

The Grants and Programs Officer supports the Clean Energy Skills National Centre of Excellence by contributing to the development, coordination, and management of strategic policy and programs aimed at enhancing equity, participation, and achievement in the Vocational Education and Training (VET) sector. This role involves assisting in the implementation and monitoring of innovative training and workforce development programs, funding models, and grants programs.

The Grants and Programs Officer will engage in research and policy development activities across various programs, supporting national and local VET reform agendas. Additionally, the role includes assisting in the procurement, contract and grant management processes, ensuring effective performance and reporting of training, applied research, and workforce skilling solutions. This position will also collaborate with internal and external stakeholders to support the Centre's objectives under the National Skills Agreement.

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### Key Responsibilities

- Undertake research and analysis to shape policy responses to issues and trends within the VET sector.
  - Assist in leading and overseeing program implementation across a diverse portfolio, including preparing project plans, establishing governance frameworks, managing resources, and ensuring risk and contingency management.
  - Support the development, implementation, and evaluation of strategic and operational training, applied research, and skilling grant programs to align with the strategic goals and direction.
  - Develop and maintain strong collaborative working relationships with key stakeholders, including industry, unions, training providers, and relevant Australian and State Government Departments and their agencies.
  - Prepare briefing notes, discussion papers, reports and correspondences for key decision makers (including Ministers, senior executives and committees) and develop content for Departmental reports.
  - Provide operational support functions as required within the Branch.
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### Expected Leadership Behaviours

The role occupant is expected to consciously adopt the behaviours and mindsets aligned to the position's **Personal Leadership** context. The following outlines the key leadership behaviours in action pertinent to this position.

- **Lead collectively** -You understand your agency's objectives and can express how your work relates and contributes to achieving operational excellence for your agency. You identify opportunities for improvements in your team, ensuring the work and services you provide always add value to Western Australians.
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- **Think through complexity** - You use information and analysis to initiate problem resolution and seek guidance as necessary. You approach problems with systematic thinking and seek alternative options before implementing solutions. You know where to find relevant information and use a common sense approach to research and analyse, and then make evidence based recommendations.
  - **Deliver on high leverage areas** - You identify the tasks and priorities of your work that are in line with the priorities of your team. You take responsibility for managing your work to achieve results, keeping others informed of your progress. You display personal resilience to overcome obstacles and challenges, seeking support from your manager when necessary.
  - **Build capability** - You actively contribute to the development of your team's capability, ensuring you support your team members. You provide technical and professional support to your peers, making time to mentor others in your team.

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### **Selection Criteria**

#### **Essential**

- Strong conceptual, analytical and research skills, with a proven ability to apply them to identify issues and trends and develop responses.
- Experience supporting and participating in research projects, program and grant facilitation and policy development.
- Well-developed communication and interpersonal skills, including the ability to negotiate and consult effectively with stakeholders at all levels.
- Demonstrated ability in preparing advice and reports.
- Well-developed organisational skills, with demonstrated ability to work independently to achieve intended results.

#### **Other Requirements**

- May be required to work from any Department worksite.

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### **Values**

Our values reflect the way we go about our work with our partners, stakeholders and each other.

- We find solutions, deliver and do things well.
- We have integrity and courage.
- We respect, trust and care for each other.
- We know diversity makes us stronger

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### **CERTIFICATION**

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

#### **Branch Director:**

**Name:** Angela Chen

**Position:** A/Director Strategic Policy and Reform

#### **Delegated Authority:**

**Name:** Dr Ross Kelly

**Position:** Executive Director Policy Planning and Innovation

### **HR USE ONLY**

**Date Registered on Content Manager:** 20/02/2026

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