



Principal Sustainability Project Officer

Branch: Transport Sustainability and Strategic Projects
Directorate: Transport Sustainability and Strategic Projects
Position Number: 00026693
Classification: Level 7
Physical Location: Perth (William Street)
Award/Agreement: Public Service Award & Public Sector CSA Agreement 2024

Our purpose: Empowering a thriving community

The Department of Transport and Major Infrastructure (DTMI) together with Main Roads WA and the Public Transport Authority forms the Transport Portfolio. DTMI seeks to connect people and places to keep Western Australia moving towards a safer, healthier, and more sustainable future.

Join us and work in a role where you can bring your best self to work and leave work having been seen and heard, and able to contribute meaningfully to the communities throughout Western Australia. DTMI promotes a diverse workforce and embraces a high standard of equal opportunity, health and safety, and ethical practice. DTMI is a values-based organisation committed to empowering a thriving community.



Working **together**, we get things done.



Looking after **ourselves** and supporting **others**.



Always open to **possibilities**.



Taking ownership, we **deliver**.

Overview of the directorate

The Transport Portfolio Sustainability and Strategic Projects team (TPSSP) leads and coordinates the development and implementation of sustainability policy, strategy, and initiatives across the Transport Portfolio, including environmental, social, and corporate governance (ESG) outcomes; the sharing of excellence and knowledge on sustainability and innovation; driving consistency of practice with, and application of, sustainability tools; and coordination of research in specific sustainability areas.

TPSSP also leads the transport response to the Government's climate policy, including emissions reduction strategies for the Transport Portfolio and the wider transport sector; risk assessments and adaptation strategies; decarbonisation of materials and other sustainability outcomes in the asset investment programs; and collaborative engagement.

Overall purpose of the role

Manages key work streams in the sustainability and climate action programs, including development of key policies, strategies and initiatives and leading project teams.

Work description

In relation to the sustainability and climate action programs:

PROGRAM MANAGEMENT

1. Manages critical project initiation and development activities, including:
 - program and project plans
 - risk/opportunity assessment and management
 - scoping, cost, and schedule.
2. Manages key projects to achieve program objectives and outcomes, including cross-portfolio and whole of government initiatives.
3. Prepares business cases including evaluation of options, funding and resource needs.

STRATEGIC POLICY

1. Provides advice and recommendations to senior management on policies and initiatives to deliver on program objectives
2. Develops, reviews, and evaluates proposed initiatives.
3. Coordinates and prepares key reports on sustainability and climate action policies and initiatives, including reports for stakeholder consultation and submissions to executive levels for decision making.
4. Leads and participates in intra and inter-departmental teams of senior officers working to develop strategies and policies.

STAKEHOLDER INTERACTION AND CONSULTATION

5. Initiates and manages engagement with senior representatives of industry, local government and state and Commonwealth departments on the development and implementation of major initiatives.
6. Maintains networks and consults and negotiates effectively with key Transport Portfolio, community, industry, academic and government stakeholders.
7. Prepares and delivers internal and external presentations.

OTHER

8. Contributes to the development of operational plans, programs and strategies.
9. Prepares consultancy briefs, manages procurement processes and liaises with consultants to ensure contracts are delivered efficiently.

Work related requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department's values.

Criteria

ESSENTIAL:

1. Substantial program and project management experience, including planning, developing and implementing projects.
2. Understanding of key climate action initiatives to reduce greenhouse gas (GHG) emissions from the transport sector, including policies at the different levels of government and their relationship with other sectors
3. Knowledge of, and experience applying, sustainability principles and practice as these relate to governance and transport organisations and systems
4. Highly developed written and verbal communication skills with an ability to write clearly and concisely to prepare complex reports and correspondence for a range of audiences.
5. Highly developed interpersonal skills with a proven ability to consult, influence and negotiate with individuals and groups.
6. Highly developed conceptual and analytical skills, including the ability to develop solutions to complex problems.
7. Ability to work within and lead a project team while maintaining a focus on program goals and objectives

DESIRABLE:

1. Experience and understanding of the transport sector in relation to strategic planning, design and construction of infrastructure.
2. Experience in assessing and mitigating risk in relation to climate and environmental impacts.
3. Experience in developing and certification of environmental management systems and developing and implementing sustainability strategies
4. Tertiary education in a related field or substantial relevant experience.

Reporting relationships

Director General, Band 1 Special Division CEOs



Director Transport Sustainability and Strategic Projects, Class 1



This Position



Nil

Allowances/Special conditions

1. A current national police clearance certificate incorporating criminal and traffic convictions and infringements is required for this position

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

**Executive Director
People and Culture**