



Job Description Form

Position Details

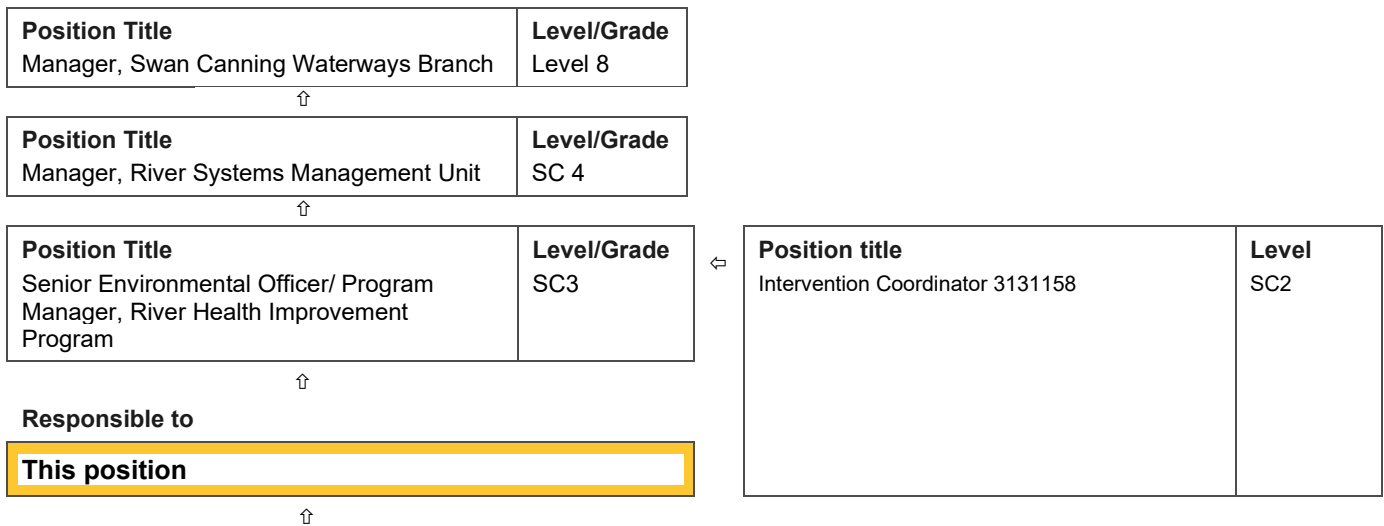
Position Title: Planning and Projects Coordinator	Position Number: DBCA3073438	Level: Specified Calling Level 2
Division: Conservation and Ecosystem Management	Branch: Swan Canning Waterways Branch	Section: River Systems Management Unit
Employment Agreement: PSA 1992 / PSCA 2024	Location: Kensington	Effective Date: 31 March 2026

Our Values

Our values drive the way we make decisions, interact with each other, and work together to achieve results.

 Integrity <i>Commitment to knowing and doing what is right</i>	 Collaboration <i>Commitment to team, partnership and the support of others</i>	 Accountability <i>Commitment to being transparent, taking ownership and personal responsibility</i>	 Respect <i>Commitment to the respect of people, culture and place</i>	 Excellence <i>Commitment to quality, innovation and continuous improvement</i>
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Reporting Relationships



Officers under *direct* responsibility

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Position Title Planning and Projects Environmental Officer 3170920</td> <td style="width: 40%;">Level/Grade SC1</td> </tr> <tr> <td>Environmental Officer 3046478</td> <td>SC1</td> </tr> </table>	Position Title Planning and Projects Environmental Officer 3170920	Level/Grade SC1	Environmental Officer 3046478	SC1	Approx. no. FTEs supervised 1	0.4
Position Title Planning and Projects Environmental Officer 3170920	Level/Grade SC1					
Environmental Officer 3046478	SC1					

About the Role

Position Title Planning and Projects Coordinator		
Position No. DBCA3073438	Level Specified Calling Level 2	Effective Date 31 March 2026

At an experienced professional level and with minimal supervision:

- Coordinates the development and implementation of the Swan Canning Water Quality Improvement Plan, including Local Water Quality Improvement Plans;
- Applies environmental policies and codes of practice to manage a range of catchment and waterways issues;
- Advises, negotiates and liaises with industry, government agencies and the wider community on matters related to environmental protection and management;
- Investigates (including field work) and advises on the environmental performance of specific activities and programs;
- Prepares reports, briefing notes and relevant documentation associated with environmental management issues.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

Responsibilities:

At an experienced professional level and with minimal supervision:

Working with others

1. Cooperates and collaborates with officers within the Branch and the Department.
2. Liaises with contacts in Federal and State Government, local government, natural resource management groups, academic institutions, consultants, industry and the public on catchment and waterway issues.
3. Attends meetings of committees and working groups involving Federal and State Government, local government, academic institutions, consultants, industry and the public.
4. Applies a good understanding of the key components of client protocol and adheres to ethical behavioural standards.
5. Under direction of senior officers, coordinates and supervises projects, including those contracted to consultants (contractors) or partners engaged by the department.
6. Provides line management and direction to the Planning and Projects Officer and Environmental Officer.

Written and oral communication

7. Collaborates, negotiates, exchanges information and provides advice to senior officers, industry, Federal and State Government agencies, local governments and the community on the management of catchment and waterway issues.
8. Prepares reports, briefing notes, policies and guidelines related to catchment and waterway issues.

Achievement of outputs

9. Contributes to achievement of outputs and outcomes detailed in the Swan Canning Water Quality Improvement Plan and relevant strategic and business plans, having regard for effectiveness, quality, timeliness and costs.

Research and problem solving

Position Title Planning and Projects Coordinator		
Position No. DBCA3073438	Level Specified Calling Level 2	Effective Date 31 March 2026

- Suggests improvements and assists with the development and implementation of management strategies, programs, policies, guidelines, projects and databases relevant to catchments and waterways.

Relevant knowledge application

- Applies knowledge and experience to manage moderately complex activities and assists lead officers in developing responses to similar, more complex activities.
- Investigates (including field work) and reports on compliance with policies and codes of practice and analyses environmental reports and monitoring data to address catchment and waterway issues.
- Researches, analyses and synthesises information to enable the development, implementation and review of policies, projects and codes of practice.
- Develops an understanding of human resource management policies.

Technical knowledge

- Displays technical knowledge of catchment and waterway issues.
- Develops and maintains professional competence and knowledge in environmental science.

Other

- Undertakes other duties as required.

Selection Criteria

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

- Demonstrated ability to understand and focus on the achievement of outputs through project management.
- Demonstrated ability to research issues, analyse data and recommend solutions in the context of catchments and waterways.
- Demonstrated ability to apply technical knowledge to environmental issues.
- Demonstrated ability to apply legislation and policies associated with catchment and waterway management in Western Australia.

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

- Ability to work, interact and offer guidance in a team situation and to network and maintain working relationships.
- A relevant degree from a recognised university in Science, Environmental Science, Engineering or related discipline, or an appropriate equivalent.
- Sound oral and written communication and interpersonal and negotiation skills.
- Sound knowledge of the catchment and waterway issues within the context of existing legislation, policies and programs.

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Position No. DBCA3073438	Level Specified Calling Level 2	Effective Date 31 March 2026


9. Current Motor Vehicle license or alternative to mobility.
10. Experience working in and/or with government, industry and/or the community on a range of catchment and waterway issues, particularly stormwater management. (DESIRABLE)
11. Ongoing willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience (DESIRABLE).

Behaviour Expectations [Leadership Expectations](#) provides a common understanding of the mindset and expected leadership behaviours for all public sector employees. The expected behaviour for this role is [Leading Others](#).

Other position-related information

Position Status - Permanent <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	FTE: 1
National Police Check <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For more information refer to the department’s guidelines on National Police checks .	
Current WA Driver’s Licence or equivalent (only specify yes if a drivers licence is required for appointment to the position) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Medical Assessment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Working with Children <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/	
Allowance and Special Conditions <input type="checkbox"/> District Allowance <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input type="checkbox"/> North West Leave <input type="checkbox"/> No Fixed Hours (Rangers only) <input type="checkbox"/> Other (Please specify)	

Certification

Verified by: Recruitment and Establishment Section
 Registered JDF
31 March 2026