



Job Description Form

Program and Compliance Officer

Climate and Environment

Position details

Classification Level: 5

Award/Agreement: Public Service Award 1992 / Public Sector CSA Agreement (and subsequent agreements)

Position Status: Temporary

Organisation Unit: Corporate Services, Infrastructure and Environment

Physical Location: Perth CBD

Reporting relationships

Responsible to: 023026 Program Manager Climate and Environment – Level 7

This position: 017767 Program and Compliance Officer – Level 5

Direct reports: Nil

Overview of the position

The Infrastructure and Environment Directorate oversees the Department's infrastructure and maintenance requirements, the management and delivery of large infrastructure projects, sustainability and environmental impacts and the management and optimisation of the Departments assets, including land and buildings, leased accommodation, Government Regional Officer Housing and the management and coordination of the Department's vehicles.

The Environment Branch develops, directs and manages environmental regulation including compliance and sustainability across the Department. It develops, leads and implements environmental strategy and initiatives that reduce environmental impact, ensures alignment with environmental legislation and policy, and drive continuous improvement across in sustainability practices to support responsible, future focused operations.

The Program and Compliance Officer supports the development and delivery of environmental compliance and sustainability initiatives by co-ordinating program activities, monitoring legislation and policy requirements, maintaining data and reporting allied with the WA Emissions Reductions Framework and assisting with activities that reduce environmental impact and improve sustainability practices across the Department.

Job description

As part of the Environment team, the successful applicant will be expected to:

- Work to improve communication and model integrity and respect in all interactions.
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.
- Facilitate cultural and management reforms within the Department through leadership and engagement.
- Represent the Department's interest on committees and working groups as required.

Role specific responsibilities

- Coordinate program delivery for environmental compliance and sustainability initiatives, ensuring milestones, risks and resources are tracked and reported.
- Monitor, interpret and apply relevant environmental legislation, policy, and standards, escalating issues and advising on practical implications for operations.
- Maintain high quality data and reporting, including emissions and sustainability metrics, aligned with the WA Emissions Reductions Framework along with other emerging climate and environmental requirements.
- Support audits, assurance and compliance activities, including evidence collection, corrective action tracking, and continuous improvement follow up.
- Assist in implementing impact reduction initiatives supporting projects that improve energy efficiency, waste minimisation, water stewardship and sustainable procurement.
- Engage and collaborate with stakeholders, providing guidance tools and training to embed consistent sustainability practices.
- Contribute to analyses and planning, assisting in the development of environmental programs, action plans and compliance processes that support departmental emissions reduction goals.
- Support reporting and governance requirements by preparing accurate data and documentation for internal committees and external regulatory bodies.
- Contribute to continuous improvement by identifying opportunities to enhance programs, processes and outcomes, and supporting the implementation of approved change initiatives.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, draw on information from a range of sources and use judgement to analyse findings, work within agreed guidelines to make decisions and to incorporate outcomes into work plans are important for this role.

Achieve Results

The ability to; assess project and program performance, identify areas of improvement and suggest changes to ensure positive outcomes, demonstrate flexibility and cope with day-to-day changes in priorities, support projects to completion and a focus on quality in all areas of work are fundamental to this role.

Builds Productive Relationships

The capacity to; network effectively to build and sustain relationships with key stakeholders, team members and other staff in the agency, consult and share information with the team and seek input from others where necessary, encourage contribution and engagement, recognise different views and to ensure that stakeholders are kept informed as appropriate are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

A commitment to; adhere to the Code of Conduct in all interactions, maintain a high level of personal commitment to integrity, professionalism, probity and personal development, take responsibility for completion of works within timeframes and takes the initiative to progress work when required. Able to justify own position when challenged. Acknowledge mistakes and learn from them and seek guidance and advice when required. Engage with risk by providing impartial and clear advice, seeking guidance when required, identifying and/or reporting potential risk issues to supervisor.

Communicates and Influences Effectively

A demonstrated ability to; present messages confidently and persuasively and to actively listen, understand and adapt communication styles to suit a range of audiences, listen to differing views and opinions and develop persuasive counter arguments are requirements for this role.

Role Specific Criteria

- Demonstrated ability to develop and implement compliance documentation within allocated timeframes.
- Demonstrated experience working within compliance and/or climate and environmental programs.
- Demonstrated knowledge of climate and environmental legislation.

Desirable

- Possess and/or progress towards a relevant tertiary qualification or equivalent knowledge, skills and years of experience.

Special requirements/equipment

Certification

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

Deputy Director General Corporate Services

Signature:

Date: March 2026

HR certification date: April 2026