



JOB DESCRIPTION FORM

The Department of Environment Regulation (DER) has the following purpose: To advise on and implement strategies for a healthy environment, for all current and future Western Australians.

DER's values

In all of our work we will be *Responsive, Enabling, Focused, Innovative, Responsible and Effective.*

For the purpose of this recruitment process, behaviours that reflect some or all of the above values are embedded in the selection criteria for this position.

1. Position details

Position title Senior Policy Officer	Functional title Senior Policy Officer	ANZSCO Code (PSB will insert) 224412	
Effective Date 16 June 2016	Position Number DER3038921	Level/Grade L6	Specified Calling Level N/A
Functional Area Strategic Policy and Programs		Functional Group Waste Authority Services	
Location Perth metropolitan area		Agreement PSA 1992/PSGOGA 2014	
Position Status Does this position form part of the permanent funded establishment?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	End Date (If not Permanent) N/A	

2. Reporting relationships

Position Title Senior Manager, Policy	Level/Grade L8	 Department of Environment Regulation REGISTERED JDF HR OFFICER: <i>[Signature]</i> 16 Jun, 2016		
↑				
Responsible to				
Position Title Manager Policy	Level/Grade L7	Other officers reporting directly to this position <table border="1" style="width: 100%;"> <tr> <td>Position title Policy Officer x 2.6</td> <td>Level/Grade L5</td> </tr> </table>	Position title Policy Officer x 2.6	Level/Grade L5
Position title Policy Officer x 2.6	Level/Grade L5			
↑	←			
Responsible to				
This position				
↑				
Officers under direct responsibility				
Position Title NIL	Level/Grade	Approx. no. FTEs supervised		

3. Statement of function

- Effectively and efficiently provides services to the Waste Authority.
- Provides Minister/DER support services in relation to waste policy.

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

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4. Core responsibilities

At an **adept** level and with **general** experience, accountable for the management of:

- 4.1 The research, development, implementation, maintenance and evaluation of policies and programs to support the State Waste Strategy and annual business plan.
- 4.2 The provision of advice to the Waste Authority, the Minister and the Department in relation to waste policy.
- 4.3 Data and data collection to inform waste policy.
- 4.4 The development, maintenance and sharing of expertise to improve knowledge and build capability throughout the Department.
- 4.5 Other duties as required.

5. Capabilities (selection criteria)

DER's Capability Framework describes the core capabilities required of departmental personnel across all occupational groups. In the context of the core responsibilities of the position and DER's corporate values, the following selection criteria apply. All criteria are essential unless specified otherwise.

At an **adept** level and in the context of the function and core responsibilities of the role:

- 5.1 **Understand and apply legislation.**
Ability to understand and apply legislation and policy to support government and organisational objectives.
- 5.2 **Critical thinking and decision making**
Ability to conceptualise, analyse and evaluate information to develop practical solutions and make informed decisions.
- 5.3 **Communication and negotiation**
Ability to communicate effectively with internal and external stakeholders including the ability to gain consensus and commitment from others and resolve issues and conflict.
- 5.4 **Deliver products and services**
Ability to deliver products and services to the required standards within the required timeframes.
- 5.5 **Relationships and people management**
Ability to work effectively with a diverse team of professionals manage and develop self and champion change.
- 5.6 **Technical and occupational specific**
A degree in a relevant discipline or equivalent as determined by the Director General.

In reference to DER, an **adept** level is defined as:

Work is carried out according to principles, targets and policies enforced by the Department to deliver products and services to the required standards in the required timeframes. Officer is required to plan how tasks, in the form of projects and analyses, will be carried out but usually the supervisor must approve the ideas and control the results. Officer is responsible for delegating work within a defined area of activity. Officer suggests and takes part in drawing up guidelines for the organisation, working methods etc.

General experience at the **adept** level is defined as a minimum of 0 – 3 years relevant work experience.

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6. Other

Full Time Equivalent (FTE) Full time hours = 1 FTE. Part time hours are expressed as a proportion of 1 e.g. 0.6 FTE if a person works 3 days per week or 60% of full time hours.	1 FTE		
Allowances and Special Conditions Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> Other - Please specify below :	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	n/a		
Working With Children Specify if this position requires a Working with Children check – refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/ if this position works with children for further information on whether this is required.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Police Clearance Specify if this position requires a police clearance or integrity check – refer to http://www.police.wa.gov.au/OurServices/Policecheckscertificates/NationalPoliceCertificates/tabid/1339/Default.aspx for further information.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

7. Certification

The details contained in this document are an accurate reflection of the position.

Senior Manager	Signature: 	Date: 4/12/15
Director (where applicable)	Signature:	Date:
Executive Director	Signature: 	Date: 9/12/15
Director General	Signature: 	Date: 9/12/15