

## **Position Description**

**Position Title:** Senior Programs Officer

**Classification Level:** Level 6

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**Position Number:** 3112585

**Reports to:** Senior Manager Programs, Level 8

**Directorate / Division:** Strategic Policy / WARR Division

**Supervises:** Nil

**Branch / Section:** Programs

**Location:** Perth (Moving to Joondalup early 2019)

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### **Role summary**

The Senior Programs Officer provides services to the Waste Authority, the Minister for Environment, and the Department in relation to the development, implementation, management and reporting of waste programs and waste policy.

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### **Responsible for**

- Contribution to the development and evaluation of waste programs and policy.
  - Development, implementation and monitoring of programs and projects funded from the Waste Avoidance and Resource Recovery Account.
  - Management of procurement processes and contracts for goods and services, including development of business cases, procurement plans, tender documents and evaluation reports, and contract management.
  - Development, implementation and review of project management and reporting systems for the delivery of projects and programs.
  - Development and maintenance of stakeholder/partner relationships for the achievement of waste strategy goals and Government priorities.
  - Sharing of information and expertise with staff to improve knowledge and build capability throughout the team, Division, Directorate and Department.
  - Undertaking additional duties within the skill and scope of position capabilities and departmental needs.
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### **Work related requirements**

The following is to be read in the context of the preceding sections of this document.

#### Essential

1. Ability to understand and apply legislation and policy to support government and organisational objectives.
  2. Ability to conceptualise, analyse and evaluate information to develop practical solutions and make informed decisions.
  3. Ability to communicate effectively with internal and external stakeholders including the ability to gain consensus and commitment from others and resolve issues and conflict.
  4. Ability to deliver products and services to the required standards within the required timeframes.
  5. Ability to work effectively with a diverse team of professionals manage and develop self, team members and champion change.
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**Our Values**



Our values underpin everything we do, they guide the way we conduct our work, how we engage with each other and deliver services to our customers. The ability to demonstrate how you will apply our values is important to us.

**Special Equipment/Requirements**

N/A

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**Position Certification**

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

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Human Resources Officer

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Executive Director