



Department of
Water and Environmental
Regulation

Position Description

Position Title: Senior Policy Officer

Classification Level: Level 6

Position Number: 100202

Reports to: Manager Policy, Level 7

Directorate / Division: Strategic Policy / WARR Division

Supervises: 2 FTE

Branch / Section: Policy

Location: Joondalup

Role summary

This role co-ordinates a small team that administers the State's waste levy under the *Waste Avoidance and Resource Recovery Act 2008*; *Waste Avoidance and Resource Recovery Levy Act 2008*; *Waste Avoidance and Resource Recovery Regulations 2008*; and *Waste Avoidance and Resource Recovery Levy Regulations 2008*. The team develops and applies supporting waste levy guidance and policy. Duties include co-ordinating the processing of waste levy documentation (levy returns, exemption applications and financial assurances), leading verbal and written responses to requests for information and advice from internal and external stakeholders, working with data using Microsoft Excel and Microsoft Access and leading the development of written guidance material.

Responsible for

- The research, development, implementation, maintenance and evaluation of policies and programs to support the State Waste Strategy and annual business plan.
- The provision of advice to the Waste Authority, the Minister and the Department in relation to the waste levy and related waste policy.
- Co-ordinating the activities of a small team and reporting to the Manager Policy (Data).
- Receiving, reviewing and progressing forms submitted by stakeholders to meet waste levy requirements.
- Developing written advice, correspondence and guidance material that relates to the administration of the waste levy.
- Liaising with stakeholders, both external and internal, to ensure waste levy regulatory requirements are met.
- Data collection and management (using Microsoft Excel and Microsoft Access) and management of records and information systems.
- Undertaking additional duties within the skill and scope of position capabilities and departmental needs.

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 analyse and evaluate information to develop practical solutions and make informed decisions.
3. Ability to communicate effectively with internal and external stakeholders, both verbally and in written formats, to communicate complex information, resolve issues and achieve desired outcomes.
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 to deliver desired outcomes and achieve team objectives.
6. Experience in the use of Microsoft Excel and Microsoft Access.

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

Nil

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