



Department of  
Water and Environmental  
Regulation

## Position Description

**Position Title:** Senior Manager Programs

**Classification Level:** 8

**Position Number:** 3071758

**Reports to:** Director Waste Avoidance and Resource Recovery, Level 9

**Directorate / Division:** Waste Avoidance and Resource Recovery

**Supervises:** 3 (No. of FTE)

**Branch / Section:** Strategic Policy

**Location:** Joondalup

### Role summary

The Senior Manager, Programs within the WARR Division manages the Waste Authority's programs area and works collaboratively both internally and across key stakeholder agencies and industry to facilitate and drive waste avoidance and resource recovery initiatives and best practice programs in alignment with the Waste Avoidance and Resource Recovery Strategy 2030.

The Senior Manager, Programs drives contemporary practice in waste related programs particularly in the area of grant processes, funded programs, contract management, evaluation of outcomes and design of effective and efficient programs to proactively improve community, local government and stakeholder waste practices and performance to deliver excellent environmental outcomes.

The Senior Manager, Programs provides efficient and effective services to the Waste Authority and provides the Director WARR, the Executive Director Strategic Policy and the Director General DWER with accurate and timely advice and services. Critical to success will be your ability to align your personal goals and passion with the values of the Department and motivate the team to do the same.

### Responsible for

- Developing the strategic direction for the WARR Division Programs branch and creating a shared sense of purpose, aligned with the organisation's direction and role within Government, society and whole of Government agenda;
- Leading the WARR Division programs teams including building, modelling and promoting an ethical and quality team culture that encourages achievement, innovation, continuous improvement and collaboration to deliver key outcomes, improve knowledge and build capability;
- Providing proactive, timely and accurate advice on the governance and best practice delivery of waste programs and projects;
- Identifying opportunities for viable new waste programs and projects to support achievement of the Waste Strategy targets;
- Developing, documenting, implementing and evaluating waste related infrastructure, engagement, behaviour change and education, grant programs and projects;
- Ensuring sound planning, documenting, monitoring, evaluation and reporting of budgets, program development and evaluation of outcomes;
- Building and sustaining positive stakeholder/partner relationships across the organisation and the Waste Authority, and diverse external stakeholders including local government, community organisations and other Government agencies for the achievement of State Waste Strategy goals and Government priorities;

- Contributing collaboratively to the Divisional and Directorate's strategic planning, priority setting and resource allocation processes, including actively supporting the development of annual budgets, business plans and annual reports;
- Additional duties within the skill and scope of position capabilities and Departmental needs.

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### **Work related requirements**

#### **Essential**

1. Demonstrated budget and project management skills, including the ability to plan, manage, deliver and evaluate projects, programs and services to a high level standard of efficiency and effectiveness within the required timeframes.
2. Demonstrated experience and strong commitment to team work with the ability to create a shared sense of purpose, a culture of achievement and prioritise workload with a high level of attention to detail.
3. Demonstrated ability to conceptualise, analyse and evaluate information to develop practical solutions and make informed decisions.
4. Demonstrated high level of written and oral communication and interpersonal skills, with high level experience in building and sustaining relationships between diverse stakeholders, working collaboratively and facilitating co-operation.
5. Demonstrated ability to understand and apply legislation and policy to support Government and Departmental objectives.

#### **Desirable**

6. An understanding of contemporary best practice in waste avoidance, resource recovery and environmental protection from the impacts of waste.
7. A degree in a relevant discipline or equivalent as determined by the Director General.

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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**

Nil.

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### **Position Certification**

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