



Program Officer – Emissions Tracking and Reporting System Level 5	Program Officer – Carbon Innovation Grants Program Level 5
<p>This position supports the implementation of the Government’s new Emissions Tracking and Reporting system across government and the preparation and delivery of whole of government reports. The duties of the role include managing access to the system, monitoring the system to identify data gaps or system issues as well as supporting government organisations use and access to the system. You will also support the provision of training for colleagues in other government agencies and government trading enterprises.</p>	<p>The Program Officer Carbon Innovation Grants supports the development and administration of the Carbon Innovation Grants Program, including provision of advice on all aspects of the program. The role develops and maintains program documentation, systems and record keeping functions, to ensure governance and probity standards are maintained. The role also works collaboratively with technical experts, grant applicants, stakeholders and decision-makers to deliver program outcomes.</p>
<p><b>To be successful as a Program Officer – Emissions Tracking and Reporting System L5 you will need to demonstrate the following requirements.</b></p>	<p><b>To be successful as a Programs Officer – Carbon Innovation Grants L5 you will need to demonstrate the following requirements.</b></p>
<p><b><i>Essential</i></b></p> <ol style="list-style-type: none"> <li>1. Developed organisational skills with demonstrated ability to use initiative and manage conflicting priorities to deliver program outcomes.</li> <li>2. Developed conceptual and analytical skills with the demonstrated ability to evaluate information, interpret data, and make informed decisions.</li> <li>3. Developed communication skills with demonstrated ability to write and edit reports, correspondences, promotional materials and liaise effectively with stakeholders.</li> <li>4. Developed interpersonal skills with demonstrated ability to work collaboratively with a diverse team of professionals and gain consensus to deliver mutually beneficial outcomes.</li> </ol> <p><b><i>Desirable</i></b></p> <ol style="list-style-type: none"> <li>5. Carbon accounting experience including familiarity with the National Greenhouse and Energy Reporting (NGER) Scheme, the NGER measurement determination and relevant principles and methods.</li> <li>6. A degree in a relevant discipline and/or relevant work experience in the context of the role.</li> </ol>	<p><b><i>Essential</i></b></p> <ol style="list-style-type: none"> <li>1. Developed organisational skills with demonstrated ability to use initiative and manage conflicting priorities to deliver program outcomes.</li> <li>2. Developed conceptual and analytical skills with the demonstrated ability to evaluate information, interpret data, and make informed decisions.</li> <li>3. Developed communication skills with demonstrated ability to write and edit reports, correspondences, promotional materials and liaise effectively with stakeholders.</li> <li>4. Developed interpersonal skills with demonstrated ability to work collaboratively with a diverse team of professionals and gain consensus to deliver mutually beneficial outcomes.</li> </ol> <p><b><i>Desirable</i></b></p> <ol style="list-style-type: none"> <li>5. Experience in delivering and/or developing grant programs or managing awarded grants.</li> <li>6. Experience working with heavy industry sectors.</li> <li>7. Knowledge of carbon management principles and methods for carbon sequestration and emissions avoidance.</li> <li>8. A degree in a relevant discipline and/or relevant work experience in the context of the role.</li> </ol>

<b>Senior Program Officer – Clean Energy Future Fund, Level 6</b>	<b>Senior Program Officer – Carbon Accounting, Level 6</b>
<p>The Senior Program Officer supports the development and implementation of the Clean Energy Future Fund. The fund is aimed at supporting the implementation of innovative clean energy and energy efficiency projects in Western Australia, that aims to reduce carbon emissions and enhance renewable energy adoption.</p> <p>The role involves developing and maintaining program documentation, systems and record-keeping functions, ensuring compliance with governance and probity standards. It is responsible for assessing and evaluating reports, documents and data provided by grant applicants or recipients to ensure adherence to approved funding agreements. The role collaborates with technical experts, stakeholders, and decision-makers to attain program outcomes, and provide advice on all aspects of the program.</p>	<p>The Senior Program Officer supports the development and implementation of the Government’s Emissions Tracking and Reporting System across government organisations and the preparation and delivery of whole of government greenhouse gas emissions reports.</p> <p>The role supports the preparation of whole of government reports and is responsible for working with government agencies and trading enterprises to ensure the integrity of emissions data. The position provides training and support for government staff in the use of the Emissions Tracking and Reporting System.</p>
<p><b>To be successful as a Senior Programs Officer – Clean Energy Future Fund Level 6 you will need to demonstrate the following requirements:</b></p>	<p><b>To be successful as a Senior Program Officer – Carbon Accounting Level 6 you will need to demonstrate the following requirements:</b></p>
<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Considerable experience and ability to understand and apply legislation and policy to support government and organisational objectives.</li> <li>2. Well-developed conceptual and analytical skills and demonstrated ability to assess complex information, evaluate grant applications and project reports, identify key issues and risks, and make informed decisions to support program delivery and strategic planning.</li> <li>3. Well-developed communication skills and demonstrated ability in preparing and delivering program documentation, reports, presentations, and promotional materials, as well as facilitating discussions, negotiations, and stakeholder consultations.</li> <li>4. Considerable experience and ability to deliver products and services to the required standards within the required timeframes.</li> <li>5. Considerable experience and ability to work effectively with a diverse team of professionals, manage and develop self and champion change.</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>6. Tertiary qualifications in a relevant Environmental Science, Engineering, Computing or Economics field.</li> <li>7. Demonstrated carbon accounting experience including familiarity with the National Greenhouse and Energy Reporting (NGER) Scheme, the NGER measurement determination and relevant principles and methods.</li> </ol>	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Considerable carbon accounting experience including knowledge of the National Greenhouse and Energy Reporting (NGER) Scheme, the NGER measurement determination and relevant principles and methods.</li> <li>2. Well-developed conceptual and analytical skills and demonstrated ability to assess complex information, evaluate grant applications and project reports, identify key issues and risks, and make informed decisions to support program delivery and strategic planning.</li> <li>3. Well-developed communication skills and demonstrated ability in preparing and delivering program documentation, reports, presentations, and promotional materials, as well as facilitating discussions, negotiations, and stakeholder consultations.</li> <li>4. Considerable experience and ability to deliver products and services to the required standards within the required timeframes.</li> <li>5. Considerable experience and ability to work effectively with a diverse team of professionals, manage and develop self and champion change.</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>6. Tertiary qualifications in a relevant Environmental Science, Engineering, Computing or Economics field.</li> </ol>