

Department of
Water and Environmental
Regulation



Position Description

Position Title: Program Manager – Government Net Zero

Classification Level: Level 7

Position Number: 101396

Reports to: Senior Manager Climate Change

Portfolio: Climate and Sustainability

Supervises: 2 FTE

Our Purpose

As Western Australia’s primary water and environmental regulator, the Department of Water and Environmental Regulation has a responsibility to be an influential and future-focused organisation.

Our Vision

Our vision is for a low-carbon Western Australia with a healthy environment and secure water resources for future generations.

Our Missions

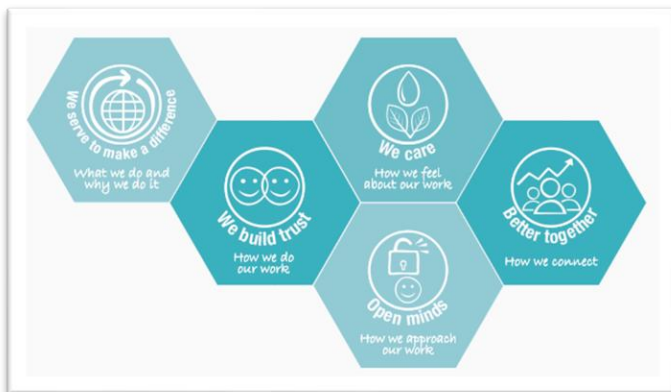
Waste: We act to reduce the harmful impact of waste and create a low waste circular economy.

Climate: We act to reduce emissions, mitigate climate change impacts, and build greater environmental and community resilience.

Water: We act to ensure our water resources meet the needs of the community, ecosystems, and economic development.

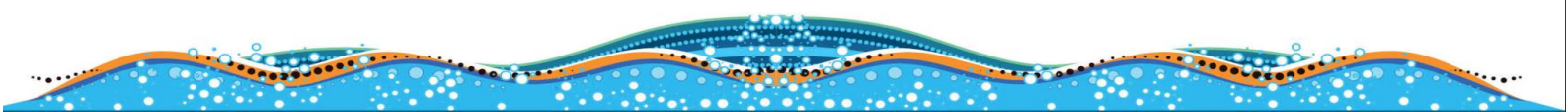
Environment: We act to make sure that environmental values are protected, and that development is sustainable.

Our values



We serve to make a difference | We build trust | We care | Open minds | Better together

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.



Role Summary

The Program Manager – Government Net Zero coordinates and leads program and policy initiatives to support greenhouse gas emissions management for government operations across the state. The role is responsible for managing the delivery of a whole of government emissions reporting system and related processes. The Program Manager leads interdepartmental committees and taskforces, liaises and builds rapport with senior government officers, and key stakeholders to support development and implementation of greenhouse gas mitigation policy and programs.

Leadership Context

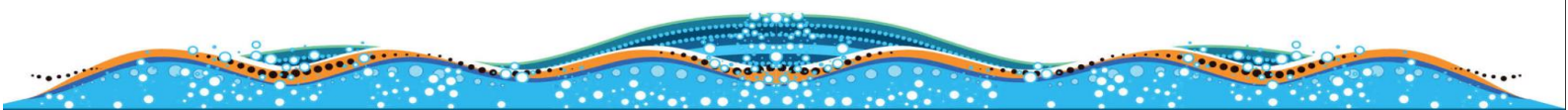
We believe all our employees are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which sets out the expected behaviours and associated mindsets for every leadership context to support staff to be successful and agency to be high performing.

The leadership contexts which outline how and where we add value through our work include *Personal Leadership, Leading Others, Leading Leaders, Multiple Area Leader, Executive Leader, Agency Leader, and Statewide Leader*.

The Leadership Context for this role is **Leading Others**.

Your Responsibilities

- Ensure the efficient and effective delivery of the program objectives including the management of resources to ensure appropriate outcomes are achieved within budget and time parameters.
 - Provide program leadership, management, and coordination.
 - Manage the development and implementation of highly complex and innovative greenhouse and climate change emissions reduction policy and program initiatives across government.
 - Contract management for consultants, independent experts and contractors assisting with program delivery.
 - Provide high level leadership for, and coordinate and participate in the work of various groups including intergovernmental and interdepartmental committees and taskforces.
 - Liaise and build rapport with senior government officers and other public and private sector stakeholders to promote greenhouse and climate change emissions policy development and implementation.
 - Provide policy advice to Government and provides specialist comment on greenhouse emissions policy and program proposals.
 - Evaluate and research the performance of government programs and agencies in the achievement of policy outcomes.
 - Guide the preparation of reports, briefing notes, correspondence and speech notes.
 - Contribute to the continuous improvement of processes of the Branch and Divisional group.
 - Implement Equal Employment Opportunity and Diversity principles.
 - Applying the guidelines and principles of the Western Australian Public Sector Code of Ethics and the Department's Code of Conduct within a framework of high ethical standards and behaviour.
 - Performing duties in accordance with departmental policies, procedures, and relevant public sector legislation.
 - Applying relevant safety procedures/guidelines and equal opportunity principles to work performance.
 - Additional duties as required 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. Substantial knowledge of and experience with climate change science, legislation and policy
2. Highly developed communication skills and demonstrated ability to write, review and edit reports, and present information in a clear and concise manner.
3. Significant experience and success leading small, professional, high-performance teams in innovative approaches to policy and program development to achieve strategic objectives.
4. Highly developed project management skills and experience, with a proven ability to provide leadership and influence interagency working groups, projects and programs.
5. Highly developed conceptual, analytical and problem-solving skills relevant to a multi-dimensional policy environment.

Desirable

6. Demonstrated experience in, and knowledge of, methods for greenhouse gas emissions measurement and reporting.
7. Bachelor's degree in science, Engineering or related field.

Special Requirements

8. Ability for independent travel.
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Position Certification

The details contained in this document are an accurate statement of the position's responsibilities and requirements as of 11/07/2024.

