



Department of
Water and Environmental
Regulation

Position Description

Position Title: Senior Water Planning Officer

Classification Level: Level 5

Position Number: Various

Reports to: Senior Environmental Officer, SCL3

Portfolio: Climate and Sustainability

Supervises: Nil

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.

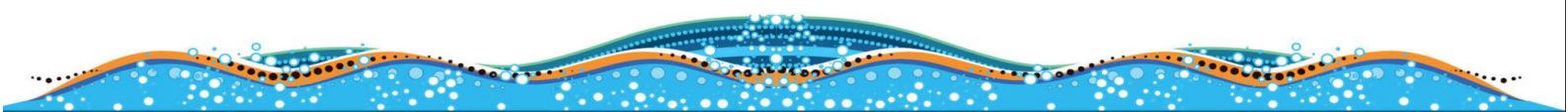
Environment: We act to make sure that environmental values are protected, and that development is sustainable.

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

Senior Water Planning Officers oversee and drive the implementation of water plans and policies statewide, managing specific areas or projects. They negotiate and collaborate with various departmental levels, enhance organisational capacity related to water plans and policies, and represent the Department in meetings and community forums. Additionally, they mentor less experienced staff and contribute to improving processes and procedures for water planning.

Leadership Context

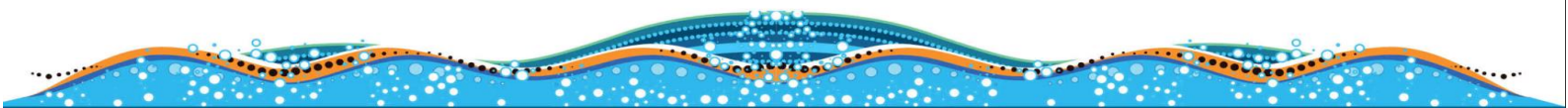
We believe all our employees are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which sets out the expected behaviours and associated mindsets for every leadership context to support staff to be successful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

Your Responsibilities

- Participate in and/or coordinate projects and activities to deliver water plans and policies by:
 - Applying technical capacity
 - Clarifying and resolving complex problems
 - Analysing, interpreting and communicating information and concepts to others
 - Preparing recommendations related to project work.
 - Preparing reports, or coordinating the development of reports, discussion papers, briefing notes and other correspondence.
 - Undertaking other duties as required to support the branch work program.
 - Work closely with officers in the regions on project work and attending meetings to discuss and resolve issues relevant to the project.
 - Maintain positive relationships with stakeholders and a high standard of customer service.
 - Perform tasks independently and/or coordinates the work of others to contribute to the development of water plans and other work associated with water planning.
 - Contribute to state-wide water planning and strategies by participating in activities related to the development of water planning and policy frameworks.
 - Assist with the project and resource status reporting and may provide contract and project management for outsourced activities
 - Apply 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.
 - Perform duties in accordance with departmental policies, procedures, and relevant public sector legislation.
 - Apply 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. Demonstrated knowledge of, and practical experience in environmentally sustainable water resource planning and management, with the ability to evaluate project performance and initiate the change when needed.
2. Demonstrated research and analytical skills with demonstrated ability to evaluate complex scientific data and provide evidence-based recommendations.
3. Ability to undertake project and administrative support activities including the ability to prepare, collate, analyse, interpret and communicate information.
4. Demonstrated 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.
5. Demonstrated interpersonal skills including the ability to negotiate, work collaboratively with a diverse range of stakeholders, and lead groups.

Desirable

6. Bachelor of Science degree in relevant field such as, environmental science, planning, natural resource management, environmental engineering, hydrogeology, hydrology, economics or communications

Special Requirements

7. Current 'C' class Drivers Licence.
 8. The 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 21/08/2024.

