



Department of
Water and Environmental
Regulation



Position Description

Position Title: Senior Water Planning Officer

Classification Level: Level 6

Position Number: Various

Reports to: Water Resource Planner, SCL4

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

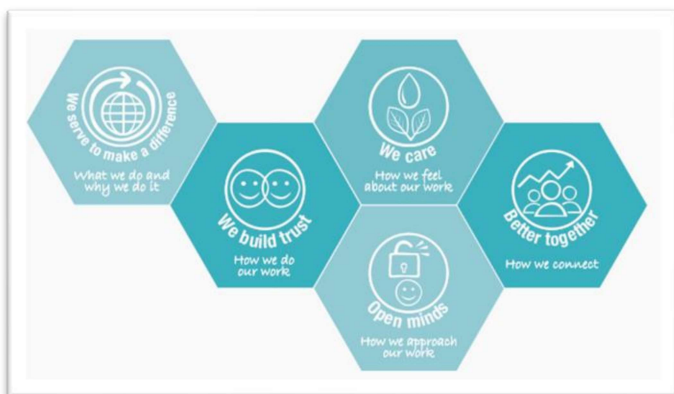
Waste: We act to reduce the harmful impact of waste and create a low waste circular economy.

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.

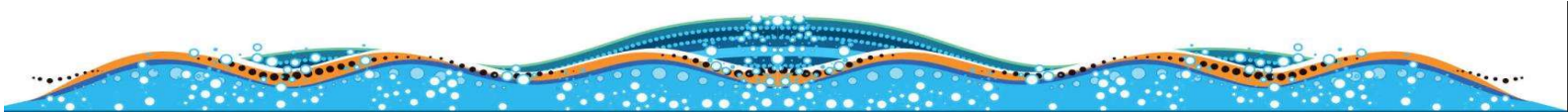
Environment: We act to make sure that environmental values are protected, and that development is sustainable.

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 officers are responsible for delivering, or managing the delivery of, water plans and policies across the state. They are responsible for operational outcomes in a specific area, project or field. The Senior officer will negotiate and liaise with others across the department at all levels.

Senior officers supervise and manage the work of others, ensuring resources are available, deliverables are achieved in a timely manner, and that work follows approved procedures. The role contributes to the review and development of processes and procedures to support delivery of water planning products. They also contribute to business planning and work programs by assisting and advising Managers. Senior officers undertake complex and specialised tasks in their profession and mentor and manage the work of other less experienced or knowledgeable staff.

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

- Lead projects and activities to deliver water plans and policies by:
 - Applying technical capacity
 - Clarifying and resolving complex problems
 - Critically analyse and communicate information and concepts to others
 - Interpreting the results of research/analysis carried out by junior officers
 - Preparing recommendations related to project work
 - Reviewing and preparing reports, research and/or technical papers for use by Managers and/or publication.
 - Undertaking other duties as required to support the branch work program, including advising on resourcing of work programs.
 - Work closely with officers in the regions on project work and attending meetings to discuss and resolve issues relevant to the project.
 - Coordinate and instruct professional and support staff.
 - Review and recommend policy changes through water plans.
 - Develop and document procedures and technical approaches/methodologies for complex investigations.
 - Represent the department on committees and communicates the department's position.
 - Liaise at a high professional level with officers of other Divisions/Departments including negotiation on behalf of Directors and senior officers.
 - Maintain positive relationships with stakeholders and a high standard of customer service.
 - 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. Considerable 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. Well-developed research and analytical skills with demonstrated ability to evaluate complex scientific data and provide evidence-based recommendations.
3. Considerable knowledge and experience in effective leadership and management skills to develop, plan and manage staff in a science-based program structure, with the ability to build a supportive, cohesive, high performing work environment.
4. 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.
5. Well-developed 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.

Position Certification

The details contained in this document are an accurate statement of the position's responsibilities and requirements as of 21/08/2024.

