



Program Manager – Carbon Innovation Grants

Position Number:	100763	Portfolio:	Climate and Sustainability
Classification:	Level 7	Reports to:	Senior Manager, Emissions Reduction Initiatives, L8
Location:	Joondalup	Direct Reports:	1

Description

This Program Manager – Carbon Innovation Grants leads and coordinates the delivery and administration of the Carbon Innovation Grants program and provision of advice on all aspects of the program. The role delivers the program in accordance with the approved framework and governance arrangements to achieve Government objectives and ensure probity and value for money. The role also works collaboratively with technical experts and decision-makers to deliver program outcomes.

Responsibilities

- The implementation of the Carbon Innovation Grants Program, including managing contracting of subject matter expert/s, funding and governance frameworks and probity processes.
- Ensuring 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.
- Managing and leading the program in line with departmental values and in a manner which reflects the worth of individuals and maintaining Government policies and practices for good human resource management.
- Delivering program/project outcomes according to established objectives and timeframes.
- Contributing to, and participating in, business planning and implementation for the branch.
- Managing funding agreements with grant recipients.
- Providing program leadership, management, and coordination.
- Facilitating and fostering positive and effective relationships with external stakeholders and working with departmental staff and management across the agency to ensure that high standards are maintained.
- Providing, and/or coordinating the provision of briefing and discussion papers.
- Upholds equity, diversity and inclusion, work health and safety and ethical principles in all aspects of this role.
- Promotes and ensures a safe workplace, addressing both physical and psychosocial safety.
- Applies curiosity and performs other duties as required
- Demonstrates leadership behaviours and upholds our values in all actions.



Our people, our leaders, our values

At DWER, we see every employee as a leader. This belief drives our success. To support this, we have established clear [Leadership Expectations](#). This role will be [Personal Leadership](#). Demonstrating the expected behaviours is crucial and aligned with the role's requirements.

Our culture is shaped by [values](#) created by our people. During the selection process, we will assess your ability to fulfil the role's responsibilities while upholding our values. We expect all employees to embody our values and showcase leadership in all aspects of their work.

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Work Related Requirements –

Consider the following requirements in relation to the role description and responsibilities outlined above.

- You have substantial experience and ability in leading and managing grant programs, developing funding and governance arrangements across specialised program areas to ensure probity, transparency, and value for money (*you drive accountable and effective resource management*).
- You have significant budget and project management skills, planning and delivering programs and services to a high standard within required timeframes, while optimising resources for maximum impact (*you manage complexity to achieve results*).
- You have highly developed communication skills, with the ability to write, review, and edit reports, and present complex information in a clear and concise manner to engage diverse audiences (*you communicate with clarity and influence*).
- You have highly developed interpersonal and negotiation skills, leveraging your ability to influence internal and external stakeholders to achieve strategic objectives and drive collaborative outcomes (*you build strong and productive relationships*).
- You have demonstrated experience in and knowledge of methods for emissions measurement and avoidance, applying this expertise to support policy development, and identification of best-practice initiatives (*you apply scientific expertise to inform decision-making*).
- You ideally have a Bachelor degree in Science, Engineering or related field.

Special Requirements

- The department will conduct a national police check before offering employment.
- This position requires the ability for independent travel.