



Senior Programs Officer – Waste Program

Position Number:	101049	Portfolio:	Climate and Sustainability
Classification:	Level 6	Reports to:	Manager Community Engagement, Level 7
Location:	Joondalup	Direct Reports:	Nil

Description

This position is responsible for supporting delivery of the community engagement program to facilitate and drive waste avoidance and resource recovery initiatives in alignment with the Waste Avoidance and Resource Recovery Strategy 2030.

The role provides communication services and project coordination services to the Waste Authority, the Minister for Environment, and the Department in relation to the development, implementation, management and reporting of waste programs and waste policy. The role also works collaboratively both internally and across key stakeholder agencies, local government and industry.

Responsibilities

In context of above description, the role:

- Develops, implements and monitors programs and projects relating to behaviour change and communications, in particular the WasteSorted communications platform, and WasteSorted Awards, in line with objectives and to deliver effective outcomes.
- Engages and consults with stakeholders, including local governments and external organisations, to create, customise and update resources in the WasteSorted toolkit and the Recycle Right suite for consistent waste messaging, and ensuring the programs align with service delivery needs.
- Engages with the community by responding to enquiries (via email, social media and direct requests) and to identify and provide feedback to the department on emerging trends or issues in relation to waste avoidance and recycling.
- Facilitates the initial contacts for the development of appropriate collaborations/partnerships to support program/project delivery.
- Contributes to the development of reports, briefing papers, Ministerial correspondence, and other written materials relating to waste behaviour change activities and communications.
- Co-ordinates and monitors the program deliverables from external service delivery partners engaged to undertake the delivery and evaluation of behaviour change activities and events, including WasteSorted Awards and the Waste & Resource Recovery Conference.
- Manages procurement processes and contracts for goods and services, including development of business cases, procurement plans, tender documents and evaluation reports, and contract management.
- Analyses and interprets waste behaviour survey data and program evaluations to contribute towards continuous improvements, partnerships/capacity building and policy development.
- Represents the department on working groups and committees in relation to waste behaviour change activities.
- Performs additional duties as required within the skill and scope of position capabilities and departmental needs.



Our people, our leaders, our values

At DWER, every employee is a leader. To support this, we have established clear [Leadership Expectations](#). For this role, you will be a [Personal Leader](#). Demonstrating the expected behaviours is crucial and aligned with the role's requirements.

Our culture is shaped by our [values](#). All employees are expected to uphold equity, diversity and inclusion, work health and safety, and ethical principles in all aspects of their work. This includes demonstrating cultural responsiveness by valuing diverse perspectives and contributing to culturally safe, inclusive, and trusted services – particularly for Aboriginal people and communities.

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

Work Related Requirements

Read these requirements in context of the above contents.

Essential

1. You have knowledge and experience in the development and management of events (*you deliver on high leverage areas*).
2. You can understand and apply legislation and policy to support government and organisational objectives (*you embody the spirit of public service*).
3. You possess well-developed conceptual and analytical skills with the demonstrated ability to evaluate information to develop practical solutions and make informed decisions (*you think through complexity*).
4. You have considerable experience and ability to develop and coordinate delivery of multiple complex projects with a variety of stakeholders and competing deadlines (*you deliver on high leverage areas*).
5. You have well-developed written, oral and digital communication skills with the ability to develop and deliver accurate and concise written and verbal advice, communications, and deliver presentations (*you dynamically sense the environment*).
6. Sound interpersonal and negotiation skills with the ability to build and nurture stakeholder relationships, gain consensus and commitment from others, and resolve issues and conflict (*you dynamically sense the environment*).
7. Demonstrated ability to deliver products and services to the required standards within the required timeframes (*you deliver on high leverage areas*).
8. You are a self-starter with strong teamwork skills (*you lead collectively*).

Desirable

9. You have experience in waste education or behaviour change programs.
10. You possess tertiary qualifications in a relevant field and/or substantial experience in waste management.
11. You have experience in managing major communications or marketing campaigns, including working with creative and media agencies.

Special Requirements

- The department will conduct a national police check before offering employment.