

Position Description

Position Title	Policy Officer Environment
Portfolio	Policy
Reports To	Senior Policy Advisor Environment / Policy Manager Environment and Waste
Employment Type	Full-Time
Location	West Leederville

Team Overview

The Environment and Waste Team is responsible for providing support, advice and advocacy and delivering grant funded programs on environment and waste matters relevant to the Local Government sector including climate change, waste, water, biodiversity, biosecurity and sustainability.

Position Purpose

The Policy Officer Environment supports the work of the Environment and Waste Team by undertaking research and analysis, development of policy positions, consulting with and representing the interests of Local Government and coordinating meetings, events and workshops.

Key Accountabilities

Policy	<ul style="list-style-type: none"> • Provide policy advice to Local Government and Management. • Undertake research and analysis to develop policy positions and inform submissions. • Consult with members and contribute to the development of policy positions and submissions on Commonwealth and State strategies and legislation that is within area of expertise. • Represent Local Government interests in policy and legislative issues at a Commonwealth and State level and liaise with key internal and external stakeholders. • Proactively identify current and emerging program-related issues; report and provide advice and potential options for consideration of management.
Representation	<ul style="list-style-type: none"> • Represent the interests of Local Government on various committees and groups across WA, understand potential issues and matters arising from meetings and feeding back to key stakeholders. • Represent WALGA at various forums, Committees and working groups.

Funding	<ul style="list-style-type: none"> Assist Local Government in accessing State and Commonwealth funding through the development of, and advocacy for new funding opportunities, and the promotion of funding opportunities as they arise.
Coordination	<ul style="list-style-type: none"> Coordinate events and workshops that engage the sector through identified key themes.
Administration	<ul style="list-style-type: none"> Prepare correspondence, agenda items, reports and submissions as required. Prepare articles on policy issues for publication and distribution to Local Government and externally.

Key Relationships

Who	Why
Internal	
Policy Manager and Senior Advisor, Environment	<ul style="list-style-type: none"> Escalate issues, make suggestions, and provide updates Receive advice and report on progress towards business objectives and future directions Provide advice and contribute to decision making Identify emerging issues/risks and their implications and propose solutions Report on progress towards business objectives and discuss future directions
Team	<ul style="list-style-type: none"> Contribute to a positive environment through teamwork, sharing knowledge and supporting colleagues Prioritises collective success by actively working towards common goals and objectives
Stakeholders	<ul style="list-style-type: none"> Provide advice on a range of project related issues and strategies Optimise engagement to achieve defined outcomes Manage expectations and resolve issues
External	
Stakeholders	<ul style="list-style-type: none"> Establish and maintain productive professional networks and relationships across other jurisdictions to maintain currency of issues, share ideas and learnings, and collaborate on common responses to emerging and/or developing issues Engage in, consult and negotiate the development, delivery and evaluation of projects Manage expectations and resolve issues Communicate needs, facilitate routine business transactions Monitor, direct and address enquiries
Suppliers/Service Providers and Consultants	<ul style="list-style-type: none"> Manage expectations and resolve issues with service providers Communicate needs, facilitate routine business transactions and resolve issues Negotiate and approve contracts and service agreements. Manage contracts and monitor the provision of service to ensure compliance with contract and service agreements



Key Competencies

Knowledge and Experience	<ul style="list-style-type: none">• Tertiary qualifications in an Environment related field• Knowledge of Local, State and Commonwealth Government structures, legislation and regulations relating to environment matters.• Good understanding of Local Government roles, responsibilities and decision making processes.• Demonstrated experience in policy development.• Demonstrated experience in project management.• Demonstrated experience in stakeholder relations.• Demonstrated experience in research and analysis.• Knowledge of grant funding processes, applications and acquittals. (Desirable)• Previous experience in Local Government or the Public Sector. (Desirable)• Previous experience in a member-based organisation. (Desirable)
Skills	<ul style="list-style-type: none">• Excellent stakeholder management and engagement skills.• Comprehensive written and verbal communication skills.• Sound interpersonal and stakeholder engagement skills.• Excellent time management skills with the ability to prioritise tasks and work to deadlines.• Adept at using Microsoft 365 applications as well as utilising web based applications and online tools.• Proven ability to actively participate in, and contribute to, team outcomes.• Proven research, conceptual and analytical ability.• Ability to analyse policy and legislation.
Behaviours	<ul style="list-style-type: none">• Set a tone of integrity and professionalism within WALGA and in dealings external to WALGA• Deliver on own commitments and accountabilities• Balances short-term needs with long-term sustainability and growth• Seeks opportunities to foster collaboration beyond immediate work groups or teams• Support others in achieving their goals by encouraging communication, collaboration and shared decision making.• Maintain a positive and solutions-oriented mindset in the face of adversity• Develop well-supported recommendations based on research findings, seeking support where needed.• Collaborate seamlessly with stakeholders to enhance service delivery processes and outcomes• Listen to, collect and respond in a positive manor to stakeholder feedback• Show an awareness around the principles of Workplace Health and Safety initiatives, and apply them by taking care and being alert around issues in the workplace.



WALGA

Values	Ability to demonstrate and apply WALGA's values. <ul style="list-style-type: none">• Respect: We treat everyone with honesty, integrity, and respect• Excellence: We are a professional organisation, delivering positive impact for members and community• Accountable: We take responsibility and work openly and transparently to earn the trust of our stakeholders• Collaborative: We leverage strong relationships and partnerships• Innovative: We constantly strive to improve, innovate, and adapt
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