

POSITION DESCRIPTION

Western Australian Local Government Association

Position Title	Policy Officer, Environment
Portfolio	Policy
Reports To	Senior Policy Advisor Environment / Manager Environment and Waste
Employment Type	Full-Time Fixed Term Contract (through to 30 June 2025)
Location	West Leederville

Team Overview

This position sits within the Environment and Waste Policy Team, which supports the capacity and capability of Local Governments by undertaking research and analysis, developing high quality, relevant, evidence-based policy and advice, advocating to Government and key stakeholders and the delivery of grant funded programs, events, workshops and training in relation to priority environment and waste related issues relevant to Local Government.

Issues relevant to the Team include but are not limited to climate change, sustainability, biodiversity conservation, natural resource management, biosecurity sustainability and waste management.

Position Purpose

The Policy Officer, Environment supports the work of the Environment and Waste Policy Team by undertaking research and analysis, contributing to the 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"> • Undertake research and analysis • Contribute to the development of policy positions and submissions • Provide policy advice to Local Government and Management • Undertake consultation with Local Governments
Representation	<ul style="list-style-type: none"> • Represent the interests of Local Government on various committees and groups across WA, • Represent the Association at various forums, committees and working groups. • Identify issues and matters arising from meetings and feed back to key stakeholders.
Funding	<ul style="list-style-type: none"> • Assist Local Government to access State and Commonwealth funding • Identify and advocate for new funding opportunities
Coordination	<ul style="list-style-type: none"> • Coordinate meetings, events and workshops to engage the sector on relevant matters, including the preparation of Agendas and taking Minutes

Administration	<ul style="list-style-type: none"> • Prepare correspondence, reports, submissions and other content
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Key Relationships

Who	Why
Internal	
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
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
Supplier/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/Demonstrated Experience

Knowledge & Experience	<ul style="list-style-type: none"> • Knowledge of conservation, sustainability and broad environmental principles (essential) • Knowledge of Local, State and Federal Government structures, legislation and regulations relating to environment policy (essential) • Good understanding of Local Government roles, responsibilities and decision making processes (essential) • Demonstrated capacity to develop, analyse and provide advice on policy, legislation regulations and guidelines (essential) • Experience in project management related to environmental and/or natural resource management programs (essential) • Experience in producing reports and publications (essential) • Experience in coordinating meetings, events and workshops (essential) • Previous experience in a Local Government, or a State/Federal Government agency (desirable) • Previous experience in a member-based organisation (desirable)
Skills	<ul style="list-style-type: none"> • Ability to analyse policy and legislation

	<ul style="list-style-type: none"> • Excellent customer service skills • Comprehensive written communication skills • Sound interpersonal skills • Sound time management skills • Proven research, conceptual and analytical ability
Behaviours	<ul style="list-style-type: none"> • Promotes the Association in a professional manner in interactions with members, suppliers, and the public by showing openness, truthfulness, reliability and consistency with others • Takes accountability by accepting responsibility for own actions and decisions and demonstrates commitment to accomplish work in an ethical, efficient, and cost-effective manner • Demonstrates respect for and willingness to work in the team by valuing the contributions, views and needs of others and participating, contributing, and progressing the team's objectives to an agreed outcome • Shows an awareness of the principles of Occupational, Safety & Health and applies them by taking care and being alert about issues in the workplace