



Natural Resource Management Officer

Position Number:	11711	Portfolio:	Approvals
Classification:	Level 3	Reports to:	Program Manager, Level 6
Location:	Victoria Park	Direct Reports:	Nil

Description

The Natural Resource Management Officer (NRMO) undertakes assessment of water licence and permit applications in accordance with the Rights in Water and Irrigation Act 1914 (RiWI Act) and the various plans, policies, procedures and guidelines that support the function.

The position is involved with ongoing licence and compliance management and the review of compliance reports to ensure licensees remain compliant with the conditions, terms and restrictions of their licenses as well as other regulatory obligations under the RiWI Act

Responsibilities

In context of above description, the role:

- Delivers a range of natural resource management project/program activities and tasks under general instruction to agreed standards and timeframes.
- Assesses non-complex water licence and permit applications in a timely manner and in accordance with relevant legislation and standard operating procedures.
- Collects, reviews and analyses water licence applications supporting information, including hydrogeological reports, to inform decision making.
- Reviews and monitors licensee monitoring reports where applicable to support compliance and water resource management objectives.
- Ensures ongoing consultation and communication with a diverse range of stakeholders, including water licence and permit applicants, licensees, decision making authorities, consultants, and the community, to provide a customer focussed service.
- Provides technical and process advice and prepares reports and correspondence related to routine or straightforward applications.
- Provides routine operational and administrative support across a range of activities contributing to the effective and efficient delivery of services.
- Undertakes site visits when required for information gathering purposes and/or to promote compliance and awareness.
- Contributes to improvements to existing regional procedures and provides support to others, while building productive working relationships in a team environment ensuring delivery of the Region's goals.

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.

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Work Related Requirements

Read these requirements in context of the above contents.

Essential

1. You have sound analytical and conceptual skills and can identify problems and practical solutions in the context of the department's role in managing the state's water resources. *(you think through complexity)*
2. You can communicate effectively with internal and external stakeholders both verbally and in writing, including the ability to gain consensus and commitment from others and resolve issues. *(you dynamically sense the environment)*
3. You have demonstrated computer skills and experience, including the ability to use a variety of packages and systems to complement and achieve business targets and outcomes, and in preparing correspondence to stakeholders and reports. *(you deliver on high leverage areas)*
4. You have knowledge and/or experience of environment or water resource management, its methods, trends and directions. *(you dynamically sense the environment)*
5. You can collect, prepare, collate, analyse and organise information and prioritise tasks effectively, work with minimal supervision and manage competing demands. *(you lead collectively)*

Desirable

6. Tertiary qualifications, or progression towards such qualifications, in relevant field and/or an equivalent level of skills, knowledge and experience in environment, water resource management or regulation.

Special Requirements

- The department will conduct a national police check before offering employment.
- This position requires the ability for independent travel.
- Current WA 'C' class drivers' licence