

Department of
**Water and Environmental
Regulation**



Position Description

Position Title: District Manager - Kimberley

Classification Level: 7

Position Number: 24600

Reports to: North West Regional Manager, Level 8

Directorate / Division: Regional Delivery

Supervises: 5 FTE

Branch / Section: North West Region

Location: Kununurra

Role summary

The District Manager performs their role under general direction from the Regional Manager and as a member of the Regional Executive Team. This position has a whole of region focus and impact, and requires considerable initiative and conceptualisation to assist the Regional Manager with the development, integration and implementation of strategic planning processes and the coordination and delivery of strategic projects. Individuals in these positions also deputise for the Regional Manager and represent the agency in interactions with major external stakeholders in the District.

Key result areas are:

- Strategic planning, integration and coordination.
- In conjunction with the Regional Manager, strategic regional project outcomes are delivered to agreed standards, timeframes and budgets.
- Section and project outcomes delivered to agreed standards, timeframes and budget.
- Contribution at Regional, Divisional and Departmental levels particularly as a member of the Regional Executive Team and through providing assistance to the Regional Manager.

Responsible for

Strategic Management and Planning

In conjunction with the Regional Manager:

- And in consultation with relevant Program Managers, coordinates all strategic projects to ensure strategic priorities and outcomes are achieved;
- Plans, develops, implements and coordinates strategic planning processes for future development within the Region;
- Contributes to the achievement of the Region's goals in a team environment; and
- Develops the Region's performance and productivity to ensure all goals and objectives are met.

Management and Coordination

In managing an operational group:

- Creates a work environment that is consistent with the Department's vision, mission and values;
- Provides line management, leadership and direction;
- Ensures outcome delivery for projects and line management responsibilities;
- Ensures that the development, safety and welfare of employees consistent with statutory and corporate requirements;
- Manages staff and resources in accordance with the Financial Administration & Audit Act 1985 FAAA and corporate policies and processes; and
- Assists the Regional Manager to ensure the financial performance of the Region.

Client and Stakeholder Management and Liaison

In conjunction with, or on behalf of, the Regional Manager:

- Represents the Region and/or the Department in consultations and negotiations to ensure successful project/program outcomes;

- Provides high level advice to committees on issues relating to environmental and water resources management;
- Manages relationships both within and external to the Region; and
- Represents the Department and the Department's interests at various inter agency, community and State forums.

Professional Development

- Develops and maintains broad networks and relationships with stakeholders; and
- Maintains up to date knowledge of current standards and trends in natural resource management.

Governance and Accountabilities

- Complies with public sector legislative requirements and departmental policies, procedures, including exercising given delegations.

In this regard particular attention is given to the application of:

- The guidelines and principles of the Western Australian Public Sector Code of Ethics and the Department's Code of Conduct within a framework of high ethical standards and behaviours.
- Appropriate Occupational Safety and Health and Equal Opportunity legislation and plans, policies, standards and practices.

Work related requirements

The following is to be read in the context of the preceding sections of this document.

Essential

Qualifications and/or experience

1. Tertiary qualifications in a relevant field and/or substantial experience in natural resource management.

Personal Characteristics

2. High level conceptual and analytical ability, including ability to conceptualise, analyse and evaluate data and information. Use this ability to develop practical and innovative solutions to complex and sensitive problems, and to make informed decisions
3. Excellent written and oral communication skills and the ability to coach others in terms of technical presentations and report writing, including ability to:
 - make public presentations;
 - relate to clients/stakeholders and demonstrate empathy in terms of their issues/problems;
 - clarify problems and provide practical solutions and information;
 - liaise and negotiate with and influence both internal and external clients/ stakeholders;
 - enable community understanding of issues and deals with the public, within public forums, in public meetings, and community groups; and
 - lead and guide community decision making.

Management Competencies

4. Ability to manage and allocate resources including demonstrated:
 - ability to manage and lead multidisciplinary teams, and to implement change;
 - demonstrated strategic planning development, management and implementation skills;
 - contract management skills and abilities;
 - ability to encourage, challenge and mentor others to ensure a productive and participative work environment; and
 - ability to apply EEO, OS&H practices.
 - High level project management skills and experience including demonstrated ability to deliver projects on time and to budget.

Technical Competencies/Knowledge

5. Experience in using computers to prepare reports and analyse natural resource management information.
6. Knowledge of current issues associated with natural resource management.
7. Demonstrated knowledge of relevant Acts, policies, procedures and guidelines

Our Values

Our values underpin everything we do, they guide the way we conduct our work, how we engage with each other and deliver services to our customers. The ability to demonstrate how you will apply our values is important to us.

Special Equipment/Requirements

Current 'A' Class drivers licence.

Position Certification

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Signature _____ **Date:** _____
Chief Human Resources Officer

Signature _____ **Date:** _____
Executive Director