



Department of  
Water and Environmental  
Regulation

## Position Description

**Position Title:** Program Manager

**Classification Level:** Level 6

**Position Number:** 22652

**Reports to:** District Manager - Kimberley

**Portfolio:** Approvals

**Supervises:** 3 FTE

## Our Purpose

As Western Australia's primary water and environmental regulator, the Department of Water and Environmental Regulation has a responsibility to be an influential and future-focused organisation.

## Our Vision

Our vision is for a low-carbon Western Australia with a healthy environment and secure water resources for future generations.

## Our values



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

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.

## Our Missions

**Waste:** We act to reduce the harmful impact of waste and create a low waste circular economy.

**Climate:** We act to reduce emissions, mitigate climate change impacts, and build greater environmental and community resilience.

**Water:** We act to ensure our water resources meet the needs of the community, ecosystems, and economic development.

**Environment:** We act to make sure that environmental values are protected, and that development is sustainable.

## Role Summary

This role is responsible for strategic management of the water resource use activities for the department in the North West Region, with a primary focus on the Kimberley District. As a member of the Regional Executive Team, this position utilises specialist expertise to: oversee all water licensing activities; contributes to allocation planning, water source protection, and land use planning; engage with stakeholders including key agencies, industry and the community; and drive strongly integrated service delivery across work activities in accordance with relevant departmental policies and procedures. The role is responsible for the management of staff in various office locations via a hybrid team environment. Travel within the Kimberley, to other regional locations and to Perth will be required.

## Leadership Context

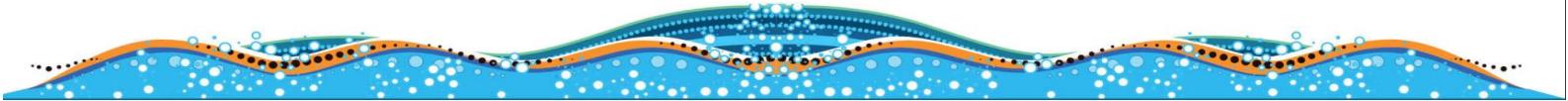
We believe all our employees are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which sets out the expected behaviours and associated mindsets for every leadership context to support staff to be successful and agency to be high performing.

The leadership contexts which outline how and where we add value through our work include *Personal Leadership, Leading Others, Leading Leaders, Multiple Area Leader, Executive Leader, Agency Leader, and Statewide Leader*.

The Leadership Context for this role is **Leading Others**.

## Your Responsibilities

- Plan, develop, and implement planning processes for future development within the Kimberley Region.
- Contribute to the development of the North West Region's performance and productivity to ensure all goals and objectives are met while implementing and strengthening the department's values.
- Create a work environment that is consistent with the Department's vision, mission and values.
- Contribute to regional leadership and direction as part of the senior leadership team.
- Ensure outcome delivery for the core licensing program and line management responsibilities.
- Ensure that the safety, development and welfare of employees are consistent with statutory and corporate requirements.
- Represent the North West Region in consultations to ensure successful water management outcomes.
- Provide advice internally or to committees on issues relating to natural resources management.
- Manage and build relationships both within and external to the North West Region.
- Represent the Department and the Department's interests at various inter agency, community and State forums.
- Develop and maintain broad networks and relationships with stakeholders.
- Maintain up to date knowledge of current standards and trends in a natural resource management.
- Applying 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 behaviour.
- Performing duties in accordance with departmental policies, procedures, and relevant public sector legislation.
- Applying relevant safety procedures/guidelines and equal opportunity principles to work performance.
- Additional duties as required within the skill and scope of position capabilities and departmental needs.



## **Work related requirements**

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

### ***Essential***

1. Considerable experience in natural resource management.
2. Considerable experience in project/program or planning work including the knowledge of support systems and the ability to identify improvements in these systems.
3. Well-developed ability to critically analyse information and concepts and communicate recommendations to others including the ability to develop practical and innovative solutions to complex problems.
4. Well-developed written and oral communications and interpersonal skills and proven ability to liaise effectively with internal and external stakeholders and Traditional Owners.
5. Capacity to allocate resources, manage and lead staff or project teams, manage contracts, encourage, challenge and coach others to ensure a productive and participative work environment.
6. Knowledge of relevant Acts, policies, procedures and guidelines.

### ***Desirable***

7. Tertiary qualifications in a relevant field.
8. Previous water licensing experience.

### ***Special Requirements***

9. Current "C" Class Driver's licence.
10. Ability and flexibility to travel to regional areas.
11. Ability for independent travel.

---

### **Position Certification**

The details contained in this document are an accurate statement of the position's responsibilities and requirements as of 11/07/2024.

