



Job Description Form

Executive Manager – Office of the EPA

Position Number:	101663	Portfolio:	Approvals
Classification:	Level 7	Reports to:	Director – OEPA, L9
Location:	Joondalup	Direct Reports:	2

Description

The Executive Manager – Office of the Environmental Protection Authority (EPA) provides high level executive support and advice to the Chair of the EPA to support the EPA Board meet its objectives. The role is responsible for overseeing the EPA’s governance framework, providing advice and critical analysis to the EPA Chair, managing, and resolving identified issues, coordinating activities across government and ensuring the quality, consistency and delivery of written correspondence and documentation for the EPA Chair.

The role assists the Director of the Office of the EPA in the planning, management, development and review of the division and its outputs, and assists in developing divisional business plans and strategies for the achievement of strategic departmental outcomes. The Executive Manager – Office of the EPA anticipates change and reviews how we work and lead reform activities to assist the Division to deliver Department and State Government priorities.

Responsibilities

In context of above description, the role:

- Initiates and develops improvements to the EPA Board’s governance framework including the EPA’s Charter and Code of Conduct.
- Oversees the EPA’s meeting procedures and practices including agendas, minutes, action items and implementation.
- Coordination of EPA Board communications and professional support, including site visits, presentations, workshops and functions and acts as a key communication interface for EPA Members.
- Provides high level advice and support to the EPA Chair and Deputy Chair (as required) and undertakes activities in a professional manner, and manages, coordinates and prepares as appropriate, Cabinet submissions, high level policy papers, briefings, submissions and Commission responses
- Provides strategic high level executive support and advice to the EPA Chair, Deputy Chair and EPA members.
- Directs and manages competing priorities in a dynamic environment and manages prompt changes in priorities.
- Monitors and reviews the implementation and delivery of EPA’s risk management policy and practice’
- Initiates and leads the development of projects (often of a complex or confidential nature) on behalf of the EPA Chair and Director, including associated contract management
- Prepares and/or guides the preparation of reports, briefing notes, correspondence and speech notes.
- Maintains a high level of current expertise and knowledge in relation to EPA operations and priorities.
- Provides high-level advice to the Director of the OEPA on governance and compliance, identifying any risks and recommending appropriate actions.
- Facilitates and fosters positive and effective relationships with external stakeholders and working with departmental staff and management across the agency to ensure a high standard of advice is maintained.



- Leads and manages teams in an appropriate manner providing mentoring and guidance as required, ensuring deliverables in a timely manner.
- Develops and maintains networks and links between the Department and key stakeholders, ensuring the appropriate level of stakeholder management.
- Contributes to the EPA achieving its objectives in a positive and proactive manner.
- Complies with EPA legislative requirements and policies, procedures, including exercising given delegation.
- Undertakes additional duties as required within the skills and scope of the position capabilities and departmental needs.

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At DWER, every employee is a leader. To support this, we have established clear [Leadership Expectations](#). For this role, you will be [Leading Others](#). 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 highly developed knowledge and understanding of strategy development and governance processes with the ability to undertake high level research, critically analyse information, evaluate solutions to complex issues and formulate policy or strategy.
2. You have highly developed interpersonal and communication skills both written and verbal, with the ability to negotiate and liaise at a high level with internal and external stakeholders, including the high level ability to prepare reports and manage the output of quality information.
3. You have highly developed organisational and prioritisation skills with the capacity to remain flexible and responsive to changes in requirements. With the ability to work under pressure and to tight deadlines to deliver materials at short notice.
4. You have substantial experience managing and influencing within a large multidisciplinary team, in a governance focussed environment.
5. You have highly developed skill and ability to effectively communicate and influence others, and build and maintain productive working relationships, to assist in developing and promoting an overall vision reflecting Department and Government values.
6. You have substantial understanding of business, financial and human resource management within a public sector context, with sound understanding of Board governance and operational environments
7. You have significant experience in the provision of an executive support service, including reporting on diverse issues at a senior level.

Desirable

8. Tertiary qualifications in a relevant discipline

Special Requirements

- The department will conduct a national police check before offering employment.

Artwork: Developed by Nani Creative in collaboration with DWER and Wongutha artist and designer Kevin Wilson.