



Manager Assurance Services

Position Number:	101494	Portfolio:	Approvals
Classification:	Level 7	Reports to:	Senior Manager Assurance Services, L8
Location:	Joondalup	Direct Reports:	8

Description

The Manager Assurance Services leads the delivery of strategic, policy, and program initiatives for the Assurance Directorate, ensuring effective governance and alignment with departmental priorities. It oversees diverse branch functions including regulatory fees, Freedom of Information coordination, training and development, HR and workforce support, governance, risk and audit, assurance reform and programs, legislation and policy, and asset and budget tracking.

The position provides expert advice to embed consistent, risk-based regulatory practices and drive directorate performance. It ensures compliance with legislation, frameworks, and standards to achieve improved environmental outcomes while fostering a collaborative, innovative, and high-performing culture that values continuous improvement.

Responsibilities

In context of the above description, the role:

- Provides leadership to the Assurance Services branch and management of branch functions, to deliver organisational objectives.
- Manages programs or project/s to deliver operational outcomes through effective planning, prioritising, and resource management.
- Builds and maintains effective working relationships with internal and external stakeholders to support service outcomes.
- Ensures effective and efficient systems and processes are in place for the delivery of programs and outcomes.
- Researches and applies contemporary knowledge of practices, guidelines, compliance obligations, emerging issues and trends to evaluate the impact of reform changes to departmental policies, strategies and programs, including identifying problems and proposing solutions.
- 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 a [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.

1. Substantial experience in the management, integration, governance, and resourcing of the Assurance Directorate and Assurance Services Branch business function to drive the delivery of strategic and operational outcomes. (*You deliver on high leverage areas*).
2. Proven ability to provide high-level advice and/or resolve complex Assurance related matters using risk-based assessment and decision making. (*You think through complexity*).
3. Highly developed communication and interpersonal skills to engage, influence, and collaborate with internal and external stakeholders (*You lead collectively*).
4. Highly developed analytical and problem-solving skills, with the ability to provide evidence-based advice and recommendations (*You think through complexity*).
5. Significant experience in leading others, building capability, and promoting a values-based and high-performing workplace culture (*You lead collectively*).
6. Significant knowledge of public sector frameworks, legislation, and industrial instruments relevant to the Assurance Directorate and Assurance Services Branch (*You embody the spirit of public service*).
7. Demonstrated ability to lead the development and implementation of improvements, strategies, or initiatives to enhance Assurance service delivery and workforce outcomes (*You deliver on high leverage areas*).

Desirable:

8. Demonstrated project management skills and experience, with a proven ability to provide leadership and influence inter-agency working groups, projects and programs.

Special Requirements

- The department will conduct a national police check before offering employment.
- This position requires a current WA 'C' Class Driver's Licence.