



Job Description Form

Manager Assurance

Position Number:	101385	Portfolio:	Approvals
Classification:	Level 7	Reports to:	Senior Manager, Level 8
Location:	Joondalup	Direct Reports:	8 FTE

Description

The Manager Assurance leads and manages a team of Compliance and Environmental Officers providing advice and investigative direction into breaches of environmental legislation assessed as being high-risk to the environment following Department of Water and Environmental Regulation (DWER) policy and procedure.

Responsibilities

In context of above description, the role:

- Reviews, allocates, and oversees investigations referred to the branch.
- Builds and maintains relationships with internal and external stakeholders and delegates requests for assistance to the team.
- Provides leadership and manages a team of compliance officers and environmental officers investigating breaches of environmental legislation.
- Coordinates and develops staff training to enhance workforce capability and performance, monitoring outcomes to support continuous improvement.
- Promotes a positive team culture through effective goal setting, planning and organisation.
- Identifies and proactively manages emerging risks, workload and staff performance.
- Coordinates a timely response to requests for information including Ministerial enquiries, freedom of information requests, and media enquiries.
- Supports and monitors staff to undertake projects and expand skill sets to promote continued professional development.
- Manages the maintenance of accurate records in accordance with information management and governance requirements.
- Undertakes additional duties as required within the skills and scope of the position capabilities and departmental needs.

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 [Leading Others](#). Demonstrating the expected behaviours is crucial and aligned with the role's requirements.

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



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.



**We serve to
make a
difference**



**We build
trust**



We care



**Open
minds**



**Better
together**

Work related requirements

Read these requirements in context of the above contents.

1. You have significant experience in and high-level ability to resolve complex compliance issues using defensible risk-based assessment and decision-making (you think through complexity).
2. You have highly developed skills to build and maintain internal and external relationships and provide Executive with expert advice including options and recommendations (you dynamically sense the environment).
3. You have substantial experience in developing, implementing and managing policy and procedures and understanding and applying legislation in the context of the role (you think through complexity).
4. You have highly developed written and verbal communication skills with substantial experience preparing high-level quality regulatory documents and discussing complex regulatory matters with a range of audiences (you dynamically sense the environment).
5. You have significant experience and knowledge to plan, lead and manage resources, work and projects across multiple areas and developing and implementing strategies to meet priorities, deadlines, and departmental objectives (you deliver on high leverage areas).

Special requirements

- The department will conduct a national police check before offering employment.
- Current “C” class driver’s licence.
- Travel to local and remote field locations to undertake compliance inspections.