



Job Description Form

District Manager – Mid West Gascoyne

Position Number:	101667	Portfolio:	Approvals
Classification:	Level 7	Reports to:	Regional Director Mid West Gascoyne, L8
Location:	Carnarvon	Direct Reports:	1 FTE

Description

The District Manager performs their role under general direction from the Regional Director 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 Director 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 Director and represent the agency in interactions with major external stakeholders in the district.

Responsibilities

In context of above description, the role:

- In conjunction with the Regional Director: 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.
- 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.
- Assists the Regional Director to ensure the financial performance of the Region.
- In conjunction with, or on behalf of, the Regional Director: Represents the Region and/or the Department in consultations and negotiations to ensure successful project/program outcomes.
- Upholds equity, diversity and inclusion, work health and safety and ethical principles in all aspects of this role.
- Promotes and ensures a safe workplace, addressing both physical and psychosocial safety.
- Demonstrates leadership behaviours and upholds our values in all actions.

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- 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 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.



**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 relevant tertiary qualifications or substantial experience in natural resource management.
2. You have high-level conceptual and analytical ability: Skilled in developing practical and innovative solutions through advanced conceptual and analytical skills.
3. You have exceptional communication skills: Proficient in both written and oral communication, including coaching, public presentations, and stakeholder engagement.
4. You have advanced problem-solving and influence skills: Capable of liaising, negotiating, and influencing clients and stakeholders effectively.
5. You have extensive engagement experience: Adept at leading community engagement and decision-making processes with strong leadership abilities.
6. You have comprehensive management and planning experience: Manages resources, leads multidisciplinary teams, and excels in strategic planning, contract management, and project delivery.
7. You have significant technical proficiency: Highly skilled in report preparation, data analysis, and knowledgeable about current issues and relevant regulations in natural resource management.

Special requirements

- The department will conduct a national police check before offering employment.
- This position requires a current WA “C” Class Drivers licence.

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