Government of **Western Australia**
Department of **Water and Environmental Regulation**

# Job Description Form

## Manager - Policy

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| Position Number: | 3038900 | Portfolio: | Climate and Sustainability |
| Classification: | Level 7 | Reports to: | Senior Manager - Policy |
| Location: | Joondalup | Direct Reports: | 4 FTE |

## Description

The Manager Policy leads the development, implementation and review of strategic policy, legislation, frameworks and initiatives that support the Department's objectives and government priorities. The position manages a team of policy professionals and is responsible for coordinating complex policy work programs, providing authoritative advice, and facilitating collaboration across the Department, government agencies, industry, community and other stakeholders.

The role drives the delivery of policy outcomes by translating strategic direction into practical policy solutions, identifying emerging issues and opportunities, and ensuring policy advice is evidence-based, contemporary and aligned with legislative and regulatory frameworks. The position contributes to organisational decision-making through the provision of high-quality analysis, advice and recommendations, while fostering a collaborative, innovative and high-performing team culture.

## Responsibilities

**In context of above description, the role:**

- Leads the planning, development, implementation and evaluation of strategic policy, legislation, frameworks and initiatives to support government priorities and departmental objectives.
- Manages the delivery of complex policy programs, projects and work priorities through effective planning, prioritisation, governance and resource allocation.
- Provides authoritative policy advice, analysis and recommendations to support informed decision-making, strategic direction and organisational outcomes.
- Identifies, investigates and evaluates emerging issues, trends, risks and opportunities and develops practical policy responses and mitigation strategies.
- Leads the development, review and continuous improvement of policies, frameworks, procedures and guidance material to support effective governance and service delivery.
- Builds and maintains productive relationships with government agencies, industry representatives, community organisations and other stakeholders to inform policy development and achieve shared outcomes.
- Represents the Department in consultations, negotiations, committees, working groups and interagency forums and contributes to whole-of-government policy initiatives.
- Leads stakeholder engagement activities and facilitates collaboration across business areas to ensure coordinated and consistent policy outcomes.
- Manages and develops a team through effective leadership, workforce planning, coaching and performance management to build capability and achieve organisational objectives.
- Promotes innovation, continuous improvement and adaptable approaches to policy development and service delivery.

- Ensures compliance with legislative, regulatory, governance and departmental requirements relevant to the work area.
- 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.

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.




## Work related requirements

**Read these requirements in context of the above contents.**

1. You have substantial experience leading the development, implementation, review and continuous improvement of complex policy, legislative, regulatory or strategic initiatives that support organisational objectives and government priorities (You think through complexity)
2. You have demonstrated ability to analyse complex issues, identify risks, opportunities and implications, and provide authoritative advice and recommendations to inform decision-making and strategic direction (You think through complexity).
3. You have highly developed communication, consultation and relationship management skills and a demonstrated ability to build effective partnerships, influence outcomes and represent organisational interests across government, industry, community and other stakeholder groups (You lead Collectively).
4. You have demonstrated experience managing complex programs, projects or work priorities, including planning, prioritising resources, implementing governance arrangements, managing risk and delivering quality outcomes within competing deadlines and organisational priorities (You deliver on high leverage areas).
5. You are an experienced people leader with the ability to build and sustain a positive, collaborative and high-performing team culture through coaching, mentoring, workforce planning, performance management and capability development (You build capability).
6. You have demonstrated ability to lead change, foster innovation and drive continuous improvement in response to emerging priorities, changing environments and organisational needs (You lead adaptively).

## Special requirements

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