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

# Job Description Form

## Natural Resource Management Officer

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| Position Number: | 11097 | Portfolio: | Approvals |
| Classification: | Level 4 | Reports to: | Program Manager Water Resource Management, L6 |
| Location: | Bunbury | Direct Reports: | Nil |

## Description

The Natural Resource Management Officer is responsible for delivering a range of services with the Southwest Water licensing team, with a focus on water resources management and regulation including water licence assessment and compliance.

The Natural Resource Management Officer (NRMO) is expected to have sound understanding of water resource impacts and provide sound advice in accordance with the department's legislative responsibilities.

The range of core functions for this position include the assessment and ongoing management of water licences, undertaking field work, managing water licensing issues, assessing hydrogeological and hydrological data, liaise and assist in stakeholder negotiation processes and provide input to improve regional processes and procedures.

## Responsibilities

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

- Contributes to the development of plans, policies, procedures and guidelines for the assessment, issuing and ongoing management of water licences.
- Assessing and ongoing management of water licences and water resource impacts.
- Undertaking a variety of natural resource management project/program activities. Including compliance, hydrogeology and hydrology.
- Liaising with internal and external stakeholders to obtain and provide information in support of water licence assessments.
- Liaise with internal and external stakeholders to manage compliance with the *Rights in Water and Irrigation Act (1914)* and related legislation.
- Clarifying and developing practical solutions to natural resource management problems, with a specific focus on water and the environment.
- Collecting and analysing information.
- Using licence systems and entering information into licensing databases.
- Reviewing licence compliance and recommending compliance actions.
- Providing technical and process/policy advice both in written and verbal formats and prepares routine correspondence and reports.
- Undertaking differing tasks under general instruction.

- Assisting with process/policy development and participates in the preparation and implementation of management plans.
- Contributing to the achievement of the Region's goals in a team environment.
- Undertaking personal development activities to increase and develop knowledge of natural resource management, its methods, trends and directions.
- 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 Personal Leader. 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 demonstrated experience in natural resource management, particularly in water and environmental contexts, contributing to the sustainable use and protection of natural assets. (You embody the spirit of public service).
2. You have applied strong analytical skills to collect, prepare, and assess data, using this information to develop practical solutions to resource management problems and improve operational outcomes. (You think through complexity).
3. You have communicated effectively in both written and verbal formats, engaging with stakeholders through negotiation and liaison while fostering strong working relationships within teams and across organisations. (You dynamically sense the environment).
4. You have good computer literacy to prepare accurate correspondence and analyse natural resource data, ensuring that technical and regulatory information is clearly presented and accessible. (You think through complexity).
5. You have interpreted and applied relevant Acts, policies, and guidelines to inform compliance decisions and procedural actions, ensuring that work aligns with regulatory frameworks. (You lead collectively).

**Desirable**

6. You have completed, or are actively progressing towards, tertiary qualifications in natural resource management or a related field.

## Special requirements

- The department will conduct a national police check before offering employment.
- This position requires a current “C” class motor vehicle drivers licence.