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

Job Description Form

Principal Environmental Officer – Urban Development

Position Number:	101583	Portfolio:	Approvals
Classification:	Specified Calling Level 4	Reports to:	Senior Manager – Urban Development, SCL5
Location:	Joondalup	Direct Reports:	Nil

Description

The Principal Environmental Officer leads the triage and case management for government priority projects to support timely progression and high - quality regulatory decisions. The role provides, collates and utilises specialised technical expertise to support departmental priorities, stakeholder deliverables, and responds to complex regulatory and technical information requests, coordinates and assists in the preparation of clear and transparent documentation and manages a range of correspondence to support environmental approval or advice processes.

The position drives and champions change, reform, and continuous improvement to enhance regulatory efficiency, and is responsible for developing and implementing innovative assessment or advice processes and streamlining approval pathways. where possible. The role provides specialised technical and project management expertise to support departmental priorities and stakeholder deliverables.

This role acts as a single point of contact on all case management related activities and supports proponents in navigating cross-agency processes, facilitating communications to strengthen connections between industry and government agencies. Provide a clear and concise overview of the role's purpose. Use plain, meaningful language to describe the broader context and intended contribution of the role, avoiding jargon. Include enough detail to support understanding of the role's scope and purpose.

Responsibilities

In context of above description, the role:

- Builds and maintains effective working relationships with stakeholders to support service outcomes.
- Fosters a positive, collaborative culture within the Directorate focusing on collaboration, integration, performance, shared learning, transparency, and customer focus.
- Provides contextual advice and guidance to reduce department and project risk.
- Identifies and addresses regulatory, departmental and government risks by developing pragmatic, strategic and innovative solutions.
- Manages projects to deliver operational outcomes through effective planning, prioritisation, and resource allocation.
- Interprets and applies Western Australia's environmental and planning regulatory frameworks to ensure sound advice is provided to proponents and Agencies with an aim to enhance compliance and effective regulatory performance.
- Conducts negotiations with a strong understanding of key issues to achieve mutually beneficial outcomes.
- Facilitates and shares information to ensure stakeholders remain informed and engaged on project progress.

- Communicates complex concepts and analyses clearly and succinctly to diverse audiences through well-developed written and verbal communication skills.
- Engages effectively with a wide range of stakeholders by applying high level interpersonal skills to consult, collaborate, negotiate, and manage conflict to achieve shared outcomes.
- Maintains timely and accurate records and reporting requirements 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 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 a Bachelor of Science or an approved equivalent tertiary qualification.
2. You have demonstrated knowledge and experience working with Western Australian Planning processes and/or local government (You dynamically sense the environment).
3. You have experience in project management, leading multidisciplinary teams and overseeing delivery of strategic initiatives. You apply foresight and structured planning to manage risk, adapt to changing conditions, and ensure delivery of sustainable, long-term outcomes (You deliver on high leverage areas).
4. You have highly developed interpersonal and leadership skills, demonstrated through your ability to build trusted partnerships, manage sensitive negotiations, and unify diverse stakeholder groups toward shared goals. You model respectful engagement and foster a culture of collaboration (You lead collectively).
5. You have the ability to manage changing priorities, demonstrating an adaptive approach to change encouraging continuous learning and growth, managing and developing self to enhance your own personal effectiveness (you lead adaptively)

Special requirements

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