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

Job Description Form

Manager Contaminated Sites Regulation

Position Number:	3032895	Portfolio:	Approvals
Classification:	Specified Calling Level 4	Reports to:	Senior Manager Contaminated Sites, SCL5
Location:	Joondalup	Direct Reports:	7

Description

The Manager Contaminated Sites Regulation provides specialist advice on the recording, assessment and management of contaminated sites, acid sulfate soils, and other land and water quality issues to government, industry and the community. The role leads a team responsible for assessing and classifying reported contaminated sites within statutory timeframes, reviewing complex investigations and maintaining defensible classifications in accordance with the *Contaminated Sites Act 2003*.

Responsibilities

In context of the above description, the role:

- Lead and manage the assessment, classification and regulation of contaminated sites under the *Contaminated Sites Act 2003*, ensuring timely, consistent and defensible regulatory outcomes that support environmental and community protection objectives.
- Provide expert technical leadership and authoritative advice on complex contaminated sites matters, guiding the consistent application of legislation, policy and scientific principles to support sound regulatory decision-making and environmental outcomes.
- Oversee the technical review and quality assurance of complex site investigations, risk assessments, remediation proposals and regulatory recommendations, ensuring decisions are evidence-based, defensible and proportionate to risk.
- Lead, develop and support a multidisciplinary team by setting priorities, managing workloads, fostering professional development and promoting a culture of accountability, collaboration and continuous improvement.
- Contribute to the development, implementation and continuous improvement of operational procedures, guidance material and regulatory practices to promote consistency, efficiency and effective service delivery.
- Build and maintain productive relationships with industry, consultants, government agencies, local governments and community stakeholders, providing advice and resolving complex or sensitive issues to support effective regulatory outcomes.
- Monitor operational risks, trends and emerging issues affecting contaminated sites regulation and provide advice and recommendations to support branch planning, resource allocation and decision-making.
- Exercise delegated authority and ensure regulatory decisions, recommendations and advice comply with legislative requirements, departmental standards, governance obligations and administrative law principles.
- 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.

Essential

1. You have a Bachelor of Science degree in a relevant discipline, or an approved equivalent tertiary qualification.
2. You have demonstrated knowledge and experience in understanding, interpreting and applying legislation, policy and regulatory frameworks, together with the ability to contribute to the development, implementation and continuous improvement of policies, procedures and regulatory practices. *(You embody the spirit of public service).*
3. You have substantial experience in applying specialist environmental expertise to analyse, evaluate and resolve complex regulatory and technical matters, exercising sound judgement to identify risks, balance competing priorities and provide evidence-based recommendations. *(You think through complexity).*
4. You have substantial experience planning, coordinating and managing operational work programs, projects and resources, ensuring priorities are delivered efficiently, risks are managed appropriately, and outcomes align with organisational objectives and regulatory requirements. *(You deliver on high leverage areas).*
5. You have demonstrated experience leading, developing and motivating technical professionals, fostering accountability, collaboration and continuous improvement, and building individual and team capability through coaching, mentoring and performance management. *(You build capability).*
6. You have highly developed interpersonal, negotiation and relationship management skills, with demonstrated ability to work collaboratively with internal and external stakeholders, influence outcomes and effectively manage sensitive or contentious issues. *(You lead collectively).*
7. You have highly developed written and verbal communication skills, with the ability to prepare clear, concise and authoritative advice, communicate complex technical information to a range of audiences and support informed decision-making. *(You dynamically sense the environment).*

Special requirements

- The department will conduct a national police check before offering employment.
- You will perform all duties and responsibilities expected of an Authorised Officer professionally and appropriately in accordance with the Environmental Protection Act 1986, and its associated Regulations, and the Department's customer service charter.