Department of
Water and Environmental
Regulation

Position Description

Position Title: Change Manager

Position Number: 101279

Portfolio: Strategy and Performance

Classification Level: Level 7

Reports to: Program Manager

Supervises: 1 FTE

Our Purpose

As Western Australia's primary water and environmental regulator, the Department of Water and Environmental Regulation has a responsibility to be an influential and future-focused organisation.

Our Vision

Our vision is for a low-carbon Western Australia with a healthy environment and secure water resources for future generations.

Our values

Our Missions

Waste: We act to reduce the harmful impact of waste and create a low waste circular economy.

Climate: We act to reduce emissions, mitigate climate change impacts, and build greater environmental and community resilience.

Water: We act to ensure our water resources meet the needs of the community, ecosystems, and economic development.

Environment: We act to make sure that environmental values are protected, and that development is sustainable.

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Our values underpin everything we do, they guide the way we conduct our work, how we engage with each other and deliver services to our customers. The ability to demonstrate how you will apply our values is important to us.

Role Summary

As the Change Manager for the transformative Environment Online Program, you will lead change management initiatives across multiple projects, ensuring the program's effective implementation and broader adoption. This program provides a secure digital platform for water and environmental regulatory activities, streamlining assessments for joint State and Australian Government projects. In this role, you will be instrumental in orchestrating change activities, undertaking detailed impact assessments, cultivating strategic stakeholder relationships, and developing and aligning change plans with the overarching program objectives.

Leadership Context

We believe all our employees are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted Leadership Expectations which sets out the expected behaviours and associated mindsets for every leadership context to support staff to be successful and agency to be high performing.

The leadership contexts which outline how and where we add value through our work include *Personal Leadership, Leading Others, Leading Leaders, Multiple Area Leader, Executive Leader, Agency Leader, and Statewide Leader.*

The Leadership Context for this role is **Leading Others**.

Your Responsibilities

- Leading change management activities across multiple projects using established change management frameworks and associated tools to ensure successful delivery of the Environment Online program.
- Collaborating with stakeholders, building and leveraging working relationships as a trusted advisor.
- Facilitating effective working relationships resources within the program, producing approaches, tactical plans and materials for employee and stakeholder engagement to ensure consistency in messaging and methodology.
- Conducting impact assessments that identify direct and indirect changes for each group or team impacted.
- Interfacing and liaising with internal communications team members regarding the development of communications plans and activities and ensure that all communications to impacted stakeholders align with the change approach.
- Developing and aligning change plans and activities within portfolio.
- Applying evaluation and measurement frameworks to monitor the effectiveness of Environment Online investment against outcome-based objectives.
- Working cooperatively with other departmental staff to ensure collaboration and consultation on Environment Online projects.
- Promoting and actively advocating for a high performing work environment and culture to empower, motivate and develop staff.
- Applying the guidelines and principles of the Western Australian Public Sector Code of Ethics and the Department's Code of Conduct within a framework of high ethical standards and behaviour.
- Performing duties in accordance with departmental policies, procedures, and relevant public sector legislation.
- Applying relevant safety procedures/guidelines and equal opportunity principles to work performance.
- Additional duties as required within the skill and scope of position capabilities and departmental needs.

Our people, our leaders, our values

At DWER, we see every employee as a leader. This belief drives our success. 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 values created by our people. During the selection process, we will assess your ability to fulfil the role's responsibilities while upholding our values. We expect all employees to embody our values and showcase leadership in all aspects of their work.

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Work related requirements

The following is to be read in the context of the preceding sections of this document.

Essential

1. Substantial experience and knowledge in the design and implementation of change management methodologies, practices, tools, and techniques to support business transformation projects in a large, complex environment.
2. Highly developed communication, interpersonal, negotiation and facilitation skills, adept at conveying complex information tailored to diverse audiences and fostering collaborative stakeholder relationships though the change journey.
3. Highly developed analytical skills and demonstrated ability in conducting thorough impact assessments to understand the effects of changes on different groups or teams.
4. Proficiency in managing multiple projects simultaneously, aligning change plans with overall project objectives, and ensuring timely and successful delivery.

Desirable

5. Formal accreditation in change management (for example, PROCSI, LEAN change, ACMP)

Special Requirements

6. Ability for independent travel.

Position Certification

The details contained in this document are an accurate statement of the position's responsibilities and requirements as of 16/02/24.