

Job Description Form

Department of Lands
33513346 Executive Manager

POSITION DETAILS

Classification Level: Level 8
Award/Agreement: PSA 1992/PSGOGA 2014
Position Status: Permanent Full Time
Organisation Unit: Regional and Metro Services
Physical Location: 140 William Street, Perth

REPORTING RELATIONSHIPS

Responsible to:
33513000 Director General Band 3 Special Division CEOs
33513136 Executive Director Regional and Metro Services Class 2

THIS POSITION: 33513346 Executive Manager Level 8

Number of direct reports to this position: Various

ABOUT THE DEPARTMENT

The Department of Lands is responsible for administering the State's Crown land and pastoral estate to benefit all Western Australians. Our key focus is to optimise the Crown land estate by:

- Utilising Western Australia's State land assets to benefit current and future generations
- Delivering land for strategic State projects
- Negotiating native title settlements for land release and Aboriginal business development.

The Department administers Western Australia's Crown land under the *Land Administration Act 1997*. Crown land makes up 92 per cent of the State and includes all land (other than freehold), and all State coastal and other waters including rivers, lakes etc.

The Department undertakes a number of key functions, including:

- Direct responsibility for the administration of all unallocated Crown land and unmanaged reserves
- Administering pastoral leases and providing support to the Pastoral Lands Board
- Assembling land for residential, industrial, infrastructure corridor, conservation and community needs
- Managing land acquired for infrastructure corridors, including the Dampier to Bunbury gas pipeline corridor
- Participating in strategic Native Title future act negotiations
- Investigating, identifying, reporting and managing contamination on Crown land
- Disposing of surplus government land and buildings.

KEY WORK DESCRIPTION

Leads the Client Relationship function in liaising with strategic clients and partner agencies to provide high level advice, guidance and direction in relation to Crown land administration, with particular emphasis on major resource related projects.

Leads the Client Relationship function in identifying and/or developing new operational business opportunities for the agency, coordinating business improvement and change management strategies within the Division and, where appropriate, across the agency.

Provides high level advice to the Executive Director Regional and Metro Services, Corporate Executive, Director General and Minister on matters relating to Crown land administration.

Manages the operational performance of the Regional and Metro Services division, and administers functions of the Minister for Lands under the *Land Administration Act 1997*.

WORK DESCRIPTION

STRATEGIC MANAGEMENT

Contributes to the Department's strategic plans and directions and translates these into clearly articulated business plans.

Responds to the values, perceptions and needs of customers, stakeholders and the community in the development of business plans.

Prioritises and allocates resources in accordance with the business plan.

RELATIONSHIP MANAGEMENT

Creates a climate of co-operation, respect and trust.

Practices open two way communication with employees, colleagues and stakeholders.

Demonstrates a genuine commitment to, and models, the Department's Values and openly addresses conflict situations.

PEOPLE MANAGEMENT

Involves others in problem solving and decision making.

Communicates a common purpose and direction.

Empowers, motivates and develops the diverse talents of the workforce.

RESULTS MANAGEMENT

Actively involves the team in setting realistic and challenging goals to achieve desired business outcomes.

Aligns the efforts of the team and mobilises and directs resources to achieve business outcomes.

Delivers outcomes within agreed parameters, e.g. time, cost, quality.

INNOVATION AND IMPROVEMENT

Anticipates opportunities and trends, and initiates change and innovation to enhance product and service delivery.

Leads and empowers the team in innovative thinking and developing creative solutions, within an environment of transparency and accountability.

Demonstrates a positive and effective approach to managing and implementing organisational change.

ROLE SPECIFIC

Leads in the assessment and development of policies, strategies and initiatives relating to the administration and management of Crown land.

Represents the Department in negotiations at a senior level on matters relating to proposed developments within the Crown estate.

Actively mentors, coaches and supports team members and identifies opportunities for progression and professional development.

Exercises functions under delegation of the Minister for Lands.

Operates within the Department's Corporate Governance Framework, policies and procedures.

Other duties as required.

WORK RELATED REQUIREMENTS

ESSENTIAL

In the context of this position able to demonstrate extensive skills, knowledge and experience in:

STRATEGIC MANAGEMENT

Develop and execute business plans aligned to the strategic direction of the organisation.

RELATIONSHIP MANAGEMENT

Develop and sustain effective stakeholder relationships.

PEOPLE MANAGEMENT

Develop a work environment that motivates, develops and utilises the diverse talents of people.

RESULTS MANAGEMENT

Effectively allocate and leverage resources to deliver desired business outcomes.

INNOVATION AND IMPROVEMENT

Anticipate and respond to business opportunities and risks.

ROLE SPECIFIC CRITERIA

Substantial management experience operating in a legislative environment.

SPECIAL REQUIREMENTS/EQUIPMENT

Nil.