



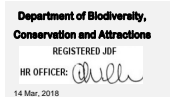
# Job Description Form

## 1. Position Details

<b>Position Title</b> Manager, River System Management			<b>Position Number</b> DBCA3121581
<b>Level/Grade</b>	<b>Specified Calling</b> SC Level 4	<b>Agreement</b> PSA 1992, PSGOCSAGA 2017	<b>Effective Date</b> 12 March 2018
<b>Division</b> Conservation and Ecosystem Management		<b>Branch</b> Rivers and Estuaries Branch	
<b>Section</b> River Systems Management		<b>Location</b> Kensington	

## 2. Reporting Relationships

<b>Position Title</b> Director Conservation and Ecosystem Management Division	<b>Level/Grade</b> Class 2
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### Responsible to

<b>Position Title</b> Manager, Rivers and Estuaries Branch	<b>Level/Grade</b> Level 8
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### Responsible to

<b>This position</b>
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### Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Program Manager, Healthy Catchments and Coordination	SC3	2
Program Manager, Drainage Nutrient Intervention	SC3	2
Program Manager, River Health	SC3	1.6
Program Manager, Riverbank	SC3	4.1
Business and Administration Officer	L3	0

### Other offices reporting directly to this office

Position title	Level/Grade
Manager, Statutory Assessments	SC Level 4
Senior Policy Officer	Level 7
Administration and Executive Officer	Level 4

## 3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

Under the direction of the Manager, Rivers and Estuaries Branch, in fulfilling his/her responsibilities the manager:

- provides leadership to and oversees environmental management programs for river and estuary systems including their catchments, primarily but not limited to the Swan and Canning rivers;
- manages and/or undertakes projects with competing deadlines while dealing with ongoing responsibilities for the general management of the River System Management Section staff and budgets;
- contributes as a member of the Rivers and Estuaries Branch management team;
- contributes to overall Rivers and Estuaries Branch initiatives as required; and
- manages stakeholder relationships.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

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## 4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

### Strategic management and planning 30%

1. Contributes to developing the Rivers and Estuaries Branch Strategic and Business Plans to facilitate the achievement of program objectives.
2. Prepares and develops reports for, and presentations to the Department of Biodiversity, Conservation and Attractions Corporate Executive and Swan River Trust Board on proposals and major change initiatives.
3. Contributes to the Rivers and Estuaries Branch corporate direction and management as a member of the management team.

### Environmental programs 30%

4. Manages or undertakes specific programs, e.g. Swan Canning Water Quality Improvement Plan and other environmental management programs and research projects.
5. Contributes to and influences science and research priorities within the department and through external organisations to support environmental management programs and operational functions necessary for the management of river and estuary systems, including their catchments.
6. Ensures compliance with strategic obligations including those associated with the Swan and Canning Rivers Management Act 2006.
7. Contributes to the River Protection Strategy including development, monitoring and evaluation of ecological indicators and targets.

### Section management 20%

8. Creates a work environment that is consistent with the Rivers and Estuaries Branch vision, mission and values.
9. Provides line management, leadership and direction.
10. Ensures outcome delivery for projects and line management responsibilities.
11. Manages staff and resources in accordance with the Financial Management Act 2006 and departmental policies and processes.

### Client and stakeholder management and liaison 10%

12. Acts as a spokesperson for the Rivers and Estuaries Branch with the media, stakeholders and the general community.
13. Contributes to the Rivers and Estuaries Branch external relationships at the strategic level with local government, state agencies and principal non-government stakeholder groups.
14. Negotiates collaborative arrangements with local government, state agencies and principal non-government stakeholders.
15. Ensures that major initiatives and activities are well understood by relevant stakeholders.
16. Represents the Branch in consultations, negotiations and at various interagency, community and state forums to ensure successful project/program outcomes.
17. Provides high level advice to committees on issues relating to areas of responsibility.

### Professional development 5%

18. Develops and maintains broad networks and relationships with other professionals and stakeholders.
19. Maintains up to date knowledge of current standards and trends in environmental and natural resource management.

### Other 5%

20. Arranges and coordinates project contracts to ensure scope of work is satisfactorily met.
21. Carries out other duties as directed, and as agreed, undertakes relevant roles in emergency management.
22. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.

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## 5. Selection Criteria

**In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.**

**Applicants should address the following four criteria. These should be addressed in no more than four pages in total.**

Note: All criteria are essential unless specified otherwise.

1. Bachelor of Science degree in a relevant discipline or an approved equivalent qualification.
2. Extensive knowledge and experience in aquatic ecosystem management, particularly estuarine systems.
3. High level project management skills and experience, including demonstrated ability to manage contracts, to deliver complex projects on time and to budget; and proven ability to lead multidisciplinary teams to achieve quality strategic objectives.
4. Demonstrated experience in strategic and business planning and performance management.

**The following essential criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:**

5. Very highly developed conceptual and analytical skills including proven ability to develop practical and innovative solutions to complex and sensitive problems.
6. Highly developed interpersonal, oral and written communications skills and ability to successfully interact and negotiate with key stakeholders.
7. Understanding of occupational safety and health and equity and diversity principles and practices.
8. Ongoing willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.

### Values

In all of our work we will act with the highest *Integrity* and be *Open, Accountable, Creative, Responsive, Innovative, Outcome-focused* and *Collaborative*. For the purposes of this recruitment process, behaviour that reflects the values indicated below (as **Essential** and/or **Desirable**) are included as selection criteria for this position.

#### Essential:

*Open, Accountable, Responsive, Innovative, Outcome-focused, Collaborative, Integrity.*

**Information on whether appointment to this position is subject to a satisfactory Working With Children or National Police check is included in Section 6 of this form.**

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## 6. Other

<b>Position Status</b> Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Full Time Equivalent (FTE)</b> Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week ie 60% of full time hours.	1		
<b>Allowances and Special Conditions</b> Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input type="checkbox"/> Other - Please specify below:	
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.	Personal Computer		
<b>Working With Children</b> Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to <a href="http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/">http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/</a> for information on whether a check is required. If yes, applicants may be asked to provide a WWC check.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>National Police Check</b> Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a <a href="#">National Police Certificate</a> . For more information refer to the department's guidelines on <a href="#">National Police checks</a> .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

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## 7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Director General
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>