

## Position Description

**Position Title:** *Manager Licensing - Resource Industries*

**Classification Level:** *SCL4*

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**Position Number:** *100398*

**Reports to:** *Senior Manager, Resource Industries*

**Directorate / Division:** *Regulatory Services*

**Supervises:** *1 (No. of FTE)*

**Branch / Section:** *Resource Industries, Port Hedland*

**Location:** *Perth (Moving to Joondalup early 2019)*

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### Role summary

The Manager Licensing in the Resource Industries, Port Hedland team is a decision making officer for industrial premises in Port Hedland. The occupant of the role undertakes complex assessments and makes decisions on premises within the context of the Port Hedland Dust and Noise Taskforce Report to Government. The role includes significant, complex assessment and decision tasks involved in implementing the recommendations of the Governments' Taskforce Report on air quality and noise, and works with other subject matter experts within DWER and other agencies.

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### Responsible for

#### Leadership

- Primary responsibility for delivering the Department's outcomes of the Government's response to the Port Hedland Dust and Noise Taskforce Reports, leading projects relating to the improvement of air quality in Port Hedland.
- Representing the Department with external stakeholders, intergovernmental committees involved with decision making on Port Hedland issues, and the general public; providing detailed scientific advice in a manner which is understandable.
- Managing workload, prioritising deadlines and meeting departmental operational requirements.
- Working with limited direction and using sound independent judgement.
- Managing staff and developing, maintaining and sharing of expertise to improve knowledge and build capability throughout the Department.
- Undertaking additional duties within the skill and scope of position capabilities and departmental needs.

#### Regulation

- Primary responsibility for efficiently and effectively assessing and appropriately determining applications for industry works approvals and licences in Port Hedland, within target timeframes.
- Primary responsibility for ensuring works approvals and licences contain conditions which are necessary, effective and enforceable.
- Primary responsibility for oversight of operational environmental management of activities subject to a works approvals or licence, including review and actioning of monitoring reports, Annual Environmental and Annual Audit Compliance reports within target timeframes.
- Support role for compliance, investigation and response programs on premises subject to a works approval or licence in Port Hedland.
- Primary responsibility for resolving contentious issues that arise from activities subject to a works approvals or licence in Port Hedland.
- Providing detailed scientific analysis and decision making on emissions and regulation of premises in Port Hedland.
- Action in relation to environmental regulation and management issues associated with prescribed premises in Port Hedland including resolution of contentious issues and operational policy and guidance development.

### Strategy

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- Being accountable and taking responsibility for operational outcomes which meet the agency's strategic objectives and have responsibility for a range of resources.
- Investigating, assessing, advising and reporting on environmental impacts of premises in Port Hedland.
- Advising, negotiating and liaising with industry, government and the public, on environmental matters relevant to air quality in Port Hedland.

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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. Technical and occupational specific**  
Bachelor of Science in a relevant discipline, or an approved equivalent qualification.
- 2. Understand and apply legislation.**  
Ability to understand and apply legislation and policy to support government and organisational objectives.
- 3. Critical thinking and decision making**  
Ability to conceptualise, analyse and evaluate information to develop practical solutions and make informed decisions. Demonstrated experience critically reviewing scientific studies and documents, synthesising large amounts of information and assessing solutions.
- 4. Communication and negotiation**  
Ability to communicate effectively with internal and external stakeholders including the ability to gain consensus and commitment from others and resolve issues and conflict. Demonstrated ability to communicate and exchange detailed scientific information at a high standard and professional level.
- 5. Deliver products and services**  
Ability to deliver products and services to the required standards within the required timeframes.
- 6. Relationships and people management**  
Ability to work effectively with a diverse team of professionals manage and develop self and champion change.

### **Our Values**



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.

### **Special Equipment/Requirements**

Current drivers licence, accepted in Western Australia, to enable the undertaking of field work.

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### **Position Certification**

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Human Resources Officer

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Executive Director