



## Manager Creative Services

### Level 7 (MPE25596)

---

Group:	Resource and Environmental Regulation	Location:	East Perth – Mineral House
Division:	Geological Survey and Resource Strategy	Supervises:	5
Branch:	Title and Geoscience Services	Reports to:	General Manager Title and Geoscience Services
Section:	NA		

---

### Operational Context

Within the Resource and Environmental Regulation Group, the Geological Survey and Resource Strategy Division is responsible for strategic resource policy setting and the facilitation of investment through the provision of geoscience data and products. The division manages the Exploration Incentive Scheme including the co-funded drilling program. The division also provides information and products to support the approval of mining tenements and petroleum titles and other related legislative compliance processes.

---

### Role Overview

This position leads and manages the teams and services that include editing and publishing, graphics, mapping, library services, communications and engagement to prioritise and distribute workload and ensure delivery of integrated services where required. The role liaises with internal business senior leadership, corporate services, project managers and specialists to achieve the delivery of high-quality products, events, projects, social media, maps, graphics and website material.

### Building Leadership Impact as a Leader of Leaders

We believe that all our people are leaders and expect and encourage them to demonstrate leadership in their roles.

Leadership in this context is about getting results through leaders and their teams in a single business area, and by influencing leaders in other business areas.

## Role Responsibilities

The following outlines the key responsibilities and duties related to this position:

- Manages human, financial and physical resources, and provides strategic leadership with a strong customer focus.
  - Leads the ongoing formulation and implementation of business reform initiatives and improved integrated business processes across the Branch.
  - Provides budget estimates expenditure and manages contracts within area of responsibility.
  - Liaises with industry kindred bodies and professional organisations to identify customer needs and to maintain currency in professional and technical developments.
  - Develops and maintains effective stakeholder relationships, representing the Division as required and using these opportunities to enhance engagement.
  - Undertakes research to identify internal and external emerging trends and issues and recommend cost effective solutions.
  - Run projects or initiatives related to service delivery or business improvement (including ICT projects and business systems).
  - Mentors and motivates teams, fostering collaboration, setting goals and managing to deadlines.
  - Manages staff performance within the Departmental performance management system and provides opportunities for staff training and development.
  - Provide high level advice, guidance and problem solving on production and operational related issues.
- 

## Corporate Responsibilities

The following outlines departmental responsibilities:

- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
  - Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all applicable work health and safety laws.
  - Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
  - Performs other duties as directed.
- 

## Role Specific Requirements

The following outlines what experience and qualifications are required to undertake this role:

- Demonstrated experience in using modern digital techniques in editing and publishing or map production or digital engagement.
- Qualifications in a relevant area such as editing, communications, or geoscience would be an advantage.

- Demonstrated planning and organisational skills with considerable experience continuously improving business processes.
- Demonstrated high level strategic management skills with experience leading, collaborating and developing staff.

### Expected Leadership Behaviours

While it is expected that the occupant will demonstrate all leadership behaviours of a [Leading Leaders](#) – People, the following outlines those that are required to undertake this role:

- **Lead Collectively** - You identify key stakeholders and build relationships and networks, leveraging these to meet the agency's objectives.
- **Think Through Complexity** - You think critically and strategically to solve problems and enhance effectiveness.
- **Dynamically Sense the Environment** - You communicate clearly and concisely, and translate your message for your target audience.
- **Deliver on High Leverage Areas** - You delegate work appropriately, supporting and coaching your leaders to achieve outstanding results.
- **Build Capability** - You understand your role in creating a healthy culture in your business area and contributing to a productive culture in your agency.
- **Embody The Spirit of Public Service** - You show empathy and compassion, integrity and humility.
- **Lead Adaptively** - You are continually learning and adjusting your approach to be effective in the changing work environment.

### This position reports to:

General Manager Title and Geoscience Services - Level 8 (MIS21001)

### Positions reporting to this Role:

Manager Editing and Publishing (02034268)

Engagement Coordinator (MIS24237)

Manager Graphics (MIN96089)

Manager Mapping (IR050169)

Senior Librarian (00108492)

### Position Conditions:

The following outlines pre-employment assessments and ongoing conditions and requirements:

- Nationally Coordinated Criminal History Check
- Current Western Australian C or C-A class driver's licence or equivalent

Approved Date

18-SEP-2025