



## Job Description Form

### Senior Manager Policy – Bilateral Negotiation and Implementation

Position Number:	101873	Portfolio:	Climate and Sustainability
Classification:	Level 8	Reports to:	Program Director, L9
Location:	Joondalup	Direct Reports:	2

#### Description

*The Senior Manager Policy – Bilateral Negotiation and Implementation support the Program Director to lead the Department of Water and Environmental Regulation’s (the department’s) negotiations with the Commonwealth to streamline environmental assessment processes, remove regulatory duplication and protect the State’s unique environment, while ensuring assessments comply with both Commonwealth and State requirements.*

*The role leads a small team of policy officers responsible for managing governance across the WA Government and with the Commonwealth, and in developing strategic policy products to inform the negotiation and delivery of a bilateral agreement under the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act).*

#### Responsibilities

*In context of above description, the role:*

- Manage a policy team to oversee a program management approach to the teams overall development and delivery of an implementation plan to deliver the bilateral agreement in line with agreed timeframes.
- Lead policy analysis across the EP Act, including delegations to other agencies, and other acts that intersect with the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act) to exploit opportunities to streamline and remove regulatory duplication.
- Lead management of governance structures across the WA Government and with the Commonwealth, providing secretariat functions, and developing strategic policy products to inform the negotiation and delivery of a bilateral agreement under the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act).
- Work with the Program Director to oversee effective implementation of the bilateral agreement working closely with the Commonwealth, across the Department and with the Environment Protection Authority (EPA), to ensure it is meeting the goal of streamlining assessments.
- Provide strategic advice, information and consultation to senior leaders on emerging risks, system gaps, uplift opportunities and potential pathways to support decision-making around evolving Commonwealth requirements.
- Develop positive and proactive working relationships with the Commonwealth, stakeholders across WA Government and the Environmental Protection Authority to ensure consistent interpretation of obligations under the bilateral framework and alignment with broader departmental and government priorities.
- Monitor, review and amend as necessary the Departments systems processes and documentation and developing an agreed approach with the Commonwealth to continuously manage implementation and undertake continuous improvements as necessary.
- Be an active member of the Nature Directorate, managing staff if required, and fostering a positive and collaborative culture within the Directorate focusing on performance, transparency and delivery.



- Represent the Department in inter-agency, cross-sector and intergovernmental engagement relevant to the work program.
- Undertakes additional duties as required within the skills and scope of the position capabilities and departmental needs.

## Our people, our leaders, our values

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At DWER, every employee is a leader. 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 our [values](#). All employees are expected to uphold equity, diversity and inclusion, work health and safety, and ethical principles in all aspects of their work. This includes demonstrating cultural responsiveness by valuing diverse perspectives and contributing to culturally safe, inclusive, and trusted services – particularly for Aboriginal people and communities.

**We serve to make a difference | We build trust | We care | Open minds | Better together**

## Work Related Requirements

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*Read these requirements in context of the above contents.*

1. You have significant experience in successfully leading teams to deliver high profile and fast paced projects that deliver high-level outcomes. (You lead adaptively and you build capability)
2. You are comfortable with a high level of complexity arising from ambiguity and uncertainty and demonstrate personal resilience in the face of challenges to deliver operational excellence and value for your business area. (You think through complexity and you dynamically sense the environment).
3. You have well-developed interpersonal and leadership skills including the ability to successfully manage conflict, liaise and negotiate effectively with technical experts and senior officers (You deliver on high leverage areas and lead collectively)
4. You get results through the implementation of project management systems and processes to support excellent corporate governance and proactively identify potential reputational risks and/or areas of noncompliance. (You embody the spirit of public service).

## Special Requirements

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- The department will conduct a national police check before offering employment.