



Manager Projects, Compliance and Policy - Level 7 (MIS19052)

Group:	<i>Resource and Environmental Regulation</i>	Location:	<i>East Perth - Mineral House</i>
Division/Directorate:	<i>Resource and Environmental Compliance</i>	Supervises:	<i>5</i>
Branch:	<i>Operational Administration</i>	Reports to:	<i>General Manager Operational Administration</i>
Section:	<i>Projects, Compliance and Policy</i>		

Operational Context

Within the Resource and Environmental Regulation Group, the Resource and Environmental Compliance Division is responsible for the management of compliance and enforcement activities across the resource sector, including the provision of resource and environmental approvals and compliance.

Role Overview

This position is responsible for the coordination and implementation of the design, development and coordination of resource regulation projects, operational policy and legislation review and coordination across the various branches of the Resource and Environmental Compliance Division ensuring consistency in regulatory activities and outcomes. In addition, this role manages special projects and assignments as required.

Building Leadership Impact as a Leader of Others

We believe that all our people are leaders and expect and encourage them to demonstrate leadership in their roles. Leadership in this position is about motivating and enabling a team to deliver high-quality work that contributes to the agency. They balance their time between doing the work, and coaching, guiding and developing others.

Role Responsibilities

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

- Leads and manages the activities of the Operational Policy and Project Team ensuring outcomes identified in the Division's Operational Plan and ongoing reform initiatives are achieved.
- Develops, implements and evaluates legislation, operational policy, procedures and programs relevant to the regulation of the mining and petroleum sector, working in partnership with operational branches.
- Researches, analyses and evaluates complex regulatory, legal and strategic issues to identify trends and outcomes that contribute to operational policy and legislation development.
- Reviews and monitors the implementation of new and existing operational policy and procedures, with regard to the achievement of objectives.
- Coordinates the preparation of Ministerial correspondence, Cabinet papers, reports, policy papers, speeches, briefing notes and other departmental correspondence.
- Maintains an awareness of the relevant trends and issues within the State, in other States and overseas in relation to the direction and objectives for resource legislation and development.
- Ensures organisational aims and objectives in relation to operational policy and legislative reform are achieved according to the Divisional Plan and the Department's Strategic Plan while complying with relevant legislation.
- Participates in operational policy and project planning to implement the section's objectives.
- Undertakes liaison, negotiation and consultation with Branch Managers and operational staff as well as industry and other stakeholders on all legislative and/or operational policy development undertaken by the Division.
- Seeks out and participates in opportunities, for self and team, to develop the skills and knowledge required of the position.
- Coaches and mentors staff including managing staff performance within the departmental performance

management system.

Corporate Responsibilities

The following outlines departmental responsibilities:

- Acts ethically and supports others to do the same, in line with the departments Values and the Code of Conduct.
- Takes reasonable care to protect your own safety, health and wellbeing 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.
- Performs other duties as directed.

Role Specific Requirements

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

- Knowledge of legislation relevant to the resources industry and the ability to manage legislative change arising from operational policy decisions.
- Knowledge of resources industry and the ability to communicate government policy positions to stakeholders.
- Demonstrated knowledge and experience in developing, implementing and managing the provision of operational policy advice and drafting instructions for the development of legislation (including amendments to existing legislation).

Expected Leadership Behaviours

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

- **Lead Adaptively** - You share your learnings, encouraging an environment of continuous learning and growth.
- **Embody The Spirit of Public Service** - You display and embody the spirit of public service in all your decision making, interactions and professional activities.
- **Build Capability** - You proactively encourage your team to seek learning opportunities, empowering and guiding them to create and take ownership of their own development pathways.
- **Deliver on High Leverage Areas** - You identify and understand the competing priorities of your work area, prioritising essential tasks and making adjustments as appropriate.
- **Dynamically Sense The Environment** - You adapt your approach to changes in the work environment that affect or may impact the ability of your team or work group to deliver outcomes.
- **Think Through Complexity** - You think critically and strategically to solve problems and enhance effectiveness across your team or work area.
- **Lead Collectively** - You understand how your work and that of your team contribute to achieving agency outcomes and fit in the sector.

This position reports to:

General Manager Operational Administration

Position No: MP120091 Classification: L8

Positions reporting to this Role:

Policy/Legislation Officer - (MP110065)	L3
Policy Officer - (MIS25076)	L5
Project Officer - (IR060016)	L5
Senior Policy Officer - (IR040195)	L6
Senior Policy Officer - (MIS22019)	L6

Position Conditions:

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

- High integrity required for conflicts of interest
- Nationally Coordinated Criminal History Check

Approved Date

23-APR-2026