


**JOB DESCRIPTION FORM**

<b>Position Title</b> Manager, Strategic Policy		
<b>Effective Date</b> 19 May 2016	<b>Position Number</b> OEP3081683	<b>Level</b> Specified Calling Level 5
<b>Services</b>	<b>Division</b> Strategic Policy and Planning	<b>Branch</b> Strategic Policy
<b>Section</b>	<b>Agreement</b> PSA 1992/PSGA 2014	<b>Location</b> Perth, Atrium Building

**REPORTING RELATIONSHIPS**

TITLE GENERAL MANAGER
CLASSIFICATION CLASS

Office of the Environmental Protection Authority REGISTERED JDF
HR OFFICER: 
23 May, 2016

↑  
RESPONSIBLE TO

TITLE DIRECTOR
CLASSIFICATION CLASS 1

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<i>Other offices reporting directly to this office.</i>
TITLE AND CLASSIFICATION: Manager, Marine Ecosystems Manager, Terrestrial Ecosystems Manager, Environmental Planning

↑  
RESPONSIBLE TO

THIS OFFICE
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OFFICERS UNDER <u>DIRECT</u> RESPONSIBILITY		
TITLE	LEVEL	NUMBER OF FTE'S SUPERVISED
PRINCIPAL ENVIRONMENTAL OFFICER (2)	SC LEVEL 4	7
SENIOR ENVIRONMENTAL OFFICER (3)	SC LEVEL 3	
ENVIRONMENTAL OFFICER (2)	SC LEVEL 1	

**Role** (brief outline of key responsibilities/duties) **and Scope** (i.e. level of guidance under which individual operates, range of assignments that may be undertaken, influence on results for work function/program)

With substantial independence:

- Manages and provides strategic policy advice and support within the OEPA and to the EPA, the Minister and to Government;
- Co-ordinates agency input into strategic environment planning processes.

Individuals undertake their duties within the Department's Code of Conduct, policies/procedures and relevant Government legislation.

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<b><u>At an advanced professional level using independent judgement:</u></b>		
<b>POLICY DEVELOPMENT, IMPLEMENTATION and REVIEW</b>		
<ol style="list-style-type: none"> <li>1. Initiates, leads and manages research and analysis of complex environmental issues and develops policies, guidelines and/or strategic advice to address them.</li> <li>2. Coordinates input to strategic planning processes and identifies strategic environmental issues and appropriate policy responses.</li> <li>3. Fosters innovative and creative thinking and solutions within an environment of transparency and accountability.</li> <li>4. Manages cyclical reviews and evaluations of existing environmental guidelines and policies, including statutory reviews, and prepares appropriate reports on outcomes.</li> <li>5. Anticipates opportunities and trends to enhance policy development that complement the Department's environmental policy objectives.</li> </ol>	50	
<b>INFLUENCING and MANAGING RELATIONSHIPS</b>		
<ol style="list-style-type: none"> <li>6. Represents the OEPA at interagency forums, conferences and workshops, and in the collaborative development of Government legislation, strategic policies and reform initiatives.</li> <li>7. Ensures the effective communication and promotion of policy changes and new policies and initiatives, including the provision of briefings and workshops to staff and stakeholders.</li> <li>8. Helps to coordinate the Directorate's strategic policy work program.</li> <li>9. Prepares consultancy briefs and manages consultancy contracts.</li> <li>10. Establishes and maintains effective internal and external relationships with internal Divisions, external agencies, industry, community organisations, stakeholders and customers, and promotes the strategic goals of the directorate.</li> </ol>	40	
<b>OTHER DUTIES</b>		
<ol style="list-style-type: none"> <li>11. Undertakes other duties as required.</li> </ol>	10	

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**OTHER**

**Applicants should address the following five criteria in a written application:**

**Please note all criteria are considered essential unless stated otherwise.**

1. Substantial experience and skills in the development, implementation and review of strategic environmental policy.
2. Comprehensive knowledge of environmental management and protection principles, policies, Government processes and relevant legislation.
3. Highly developed communication and interpersonal skills, including high level negotiation and conflict resolution skills in a range of situations.
4. Highly developed ability to lead and manage people to develop and foster high levels of team and individual performance.
5. Highly developed ability to develop strategies to respond to complex issues, steer and implement change, and to deliver intended results.

**The following criteria will be assessed at some stage during the selection process:**

6. Proficiency in the use of a personal computer including word processing, spread sheeting and database software.
7. Demonstrated understanding of Equal Employment Opportunity (EEO) and diversity principles and practices.
8. Current "C" class driver's license.
9. A Bachelor of Science degree in a relevant discipline or an approved equivalent degree

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**OTHER**

<b>POSITION STATUS</b> State whether position forms part of the permanent structure: YES OR NO	YES			
<b>FTE (e.g. 1, 0.5)</b>	1			
<b>ALLOWANCES / SPECIAL CONDITIONS</b> Please mark X in the box for allowances and conditions applicable.	<b>District Allowance</b>		<b>NW Leave</b>	<b>Air conditioning</b>
	<b>No Fixed Hours (Rangers only)</b>		<b>Ranger Leave (Rangers only)</b>	<b>Other - Please specify below:</b>
<b>SPECIALISED EQUIPMENT OPERATED</b> Specify type of equipment, make and model operated i.e. 4WD.				
<b>ANZSCO CODE (PSB will insert)</b> State ASCO Code	1399 132411			
<b>WORKING WITH CHILDREN</b> Please specify if this position requires a Working with Children check – please refer to <a href="http://www.checkwwc.wa.gov.au/AboutWWCChecks/default.htm">http://www.checkwwc.wa.gov.au/AboutWWCChecks/default.htm</a> if this position works with children for further information on whether this will be required. YES OR NO	NO			

**CERTIFICATION**

(i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

<b>BRANCH/DIVISION HEAD</b>	<b>DIRECTOR GENERAL</b>
<b>SIGNATURE:</b>	<b>SIGNATURE:</b>
<b>DATE:</b>	<b>DATE:</b>