



JOB DESCRIPTION FORM

The Department of Environment Regulation (DER) has the following purpose: To advise on and implement strategies for a healthy environment, for all current and future Western Australians.

DER's values





In all of our work we will be *Responsive, Enabling, Focused, Innovative, Responsible and Effective.*

For the purpose of this recruitment process, behaviours that reflect some or all of the above values are embedded in the selection criteria for this position.


1. Position details

Position title Senior Manager Policy Coordination	Functional title Senior Manager Policy Coordination	ANZSCO Code 139999	
Effective Date 5 August 2016	Position Number DER3079240	Level/Grade Level 8	Specified Calling Level N/A
Functional Area Strategic Policy and Programs		Functional Group Policy Coordination	
Location Perth		Agreement PSA 1992/PSGOGA 2014	
Position Status Does this position form part of the permanent funded establishment?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	End Date (If not Permanent)	

2. Reporting relationships

Position Title Executive Director, Strategic Policy and Programs	Level/Grade C2	 Responsible to	 Other officers reporting directly to this position
Position Title Director, Environmental Policy	Level/Grade L9		
 Responsible to		 Officers under direct responsibility	
Position Title Principal Policy Officer Principal Policy Officer	Level/Grade L7 L7	Approx. no. FTEs supervised 5 5	

Department of Parks and Wildlife
REGISTERED JDF

HR OFFICER: 
05 Aug, 2016

3. Statement of function

- Primary responsibility for interdepartmental policy initiatives.
- Primary responsibility for developing and maintaining key departmental policies in partnership with functional areas.
- Coordinates all regulatory gatekeeping requirements.

Individuals undertake their duties and responsibilities in accordance with the department's Code of Conduct, policies and procedures, and relevant Government legislation.

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4. Core responsibilities

At an **advanced** level and with **general** experience, accountable for leading:

- 4.1 The research, development, implementation, maintenance and evaluation of environmental policy.
- 4.2 The provision of advice to the Minister and the Department in relation to policy coordination.
- 4.3 The provision of advice to support the development and evaluation of programs.
- 4.4 The management of staff and developing, maintaining and sharing expertise to improve knowledge and build capability throughout the Department.
- 4.5 The contribution to strategic agency outcomes as a member of the Operational Executive.
- 4.6 Other duties as required.

5. Capabilities (selection criteria)

DER's Capability Framework describes the core capabilities required of departmental personnel across all occupational groups. In the context of the core responsibilities of the position and DER's corporate values, the following selection criteria apply. All criteria are essential unless specified otherwise.

At an **advanced** level and in the context of the **function** and **core responsibilities** of the role:

- 5.1 **Understand and apply legislation.**
Ability to understand and apply legislation and policy to support government and organisational objectives.
- 5.2 **Critical thinking and decision making**
Ability to conceptualise, analyse and evaluate information to develop practical solutions and make informed decisions.
- 5.3 **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
- 5.4 **Deliver products and services**
Ability to deliver products and services to the required standards within the required timeframes.
- 5.5 **Relationships and people management**
Ability to work effectively with a diverse team of professionals manage and develop self and champion change.
- 5.6 **Technical and occupational specific**
A degree in a relevant discipline as determined by the Director General.

In reference to DER, an **advanced** level is defined as:

Job includes formulating and suggesting extensive projects analyses that often require executive approval before they can be implemented. Consultation with the officer's superior is needed for strategic questions. Officer is responsible for managing a functional group and delegating work to subordinates to deliver products and services to the required standards in the required timeframe and independently drawing up guidelines for working methods, resource distribution etc.

General experience at the **advanced** level is defined as a minimum of 0 – 3 years relevant work experience.



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6. Other

Full Time Equivalent (FTE) Full time hours = 1 FTE. Part time hours are expressed as a proportion of 1 e.g. 0.6 FTE if a person works 3 days per week or 60% of full time hours.	1.0 FTE		
Allowances and Special Conditions Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> Other - Please specify below :	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.			
Working With Children Specify if this position requires a Working with Children check – refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/ if this position works with children for further information on whether this is required.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Police Clearance Specify if this position requires a police clearance or integrity check – refer to http://www.police.wa.gov.au/OurServices/Policecheckscertificates/NationalPoliceCertificates/tabid/1339/Default.aspx for further information.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

7. Certification

The details contained in this document are an accurate reflection of the position.

Senior Manager	Signature:	Date:
Director (where applicable)	Signature:	Date:
Executive Director	Signature: 	Date: 3/6/16
Director General	Signature: 	Date: 3/6/16