



Department of
Water and Environmental
Regulation

Position Description

Position Title: Manager Strategy and Guidance

Classification Level: Specified Calling Level 5

Position Number: 3081683

Reports to: Executive Director, EPA Services

Directorate / Division: EPA Services

Supervises: 6 FTE

Branch / Section: EPA Strategy and Guidance

Location: Joondalup

Role summary

This role is responsible for the provision of professional scientific advice and technical analysis which is used to develop and maintain the Environmental Protection Authority's environmental policy suite.

The role also provides detailed scientific advice to assist in the delivery of the Environmental Protection Authority's functions and high level technical analysis of environmental trends to deliver the EPA's strategic plan.

This role strongly influences and leads the development of Departmental and EPA policies and procedures through consideration and communication of environmental assessment requirements and implementation of relevant processes and procedures for environmental assessments.

Responsible for

Professional Services – Environmental Impact Assessment

- Providing high level, professional scientific and technical oversight specifically related to environmental impact assessment projects, contributing to the body of knowledge on environmental impact assessments.
- Providing high-level and scientific related technical advice within the Department, and to external organisations and communities on issues and matters relevant to environmental impact assessment.
- Providing high quality policy and specialist and technical advice to the EPA and within DWER on issues relating to environmental impact assessment.
- Maintain and develop the EPA's and DWER's profile and represent DWER on state and national committees as required.
- Ensuring advice to the EPA and government is scientifically robust and accurate.
- Building and maintaining a contemporary and active network of scientists and technical experts.

Strategic Management and Planning

- Provide high-level technical advice and coordination of activities within DWER, and to external organisations and the community at a scientific level.
- Provide management, coordination and implementation of strategic projects associated with EPA services to meet Departmental strategic priorities and outcome requirements, including assisting the EPA in the formulation of policies, practices and procedures for the assessment of environmental factors.
- Ensure Branch outcomes and outputs are delivered to agreed standards, timeframes and budget.
- Provide leadership and creates a work environment that is consistent with the Department's vision, mission and values.
- Ensure the development, safety and welfare of employees within the Division is consistent with statutory and corporate requirements.
- Provide guidance and support to staff in the development of high quality and timely technical and scientific advice to the EPA and the Department.
- Manage staff and resources for allocated projects in accordance with legislative and corporate policies.

Work related requirements

The following is to be read in the context of the preceding sections of this document.

Essential

1. A Bachelor of Science degree, or an approved equivalent qualification.
2. Extensive scientific and technical working knowledge of emerging scientific issues as they relate to Environmental Impact Assessment at a state and national level and experience developing guidelines and policy.
3. Highly demonstrated experience critically reviewing scientific studies and documents, synthesising large amounts of information and recommending solutions to boards or committees.
4. Demonstrated ability to manage and allocate resources and deliver projects successfully on time, within budget and meet quality standards expected of publicly available reports.
5. Well-developed interpersonal and leadership skills including the ability to successfully manage conflict, liaise and negotiate effectively with technical experts and senior officers in both the private and public sectors including a proven capacity to broker appropriate and sustainable outcomes.
6. Highly developed written and oral communication skills including the ability to relate and communicate with a diverse range of stakeholders.

Desirable

7. The ability to represent the government on committees or boards involved with research on issues that relate to environmental protection policy development.
8. Highly demonstrated scientific and technical working knowledge of emerging issues at a state and national level.

Our Values



Our values underpin everything we do, they guide the way we conduct our work, how we engage with each other and deliver services to our customers. The ability to demonstrate how you will apply our values is important to us.

Special Equipment/Requirements

Current and valid 'A' or 'C' class Western Australian motor vehicle driver's licence.

Position Certification

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Signature _____

Chief Human Resources Officer

Date: _____

Signature _____

Executive Director

Date: _____