



Job Description

Position Title:	<i>Executive Director</i>	Classification:	<i>Class 1</i>
Position Number:	<i>MIS17113</i>	Location:	<i>Mineral House - East Perth</i>
Division/Group:	<i>Resource and Environmental Regulation</i>	Supervises:	<i>7</i>
Branch/Section:	<i>Resource and Environmental Compliance</i>	Reports to:	<i>Deputy Director General</i>

Operational Context

Within the Resource and Environment 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 environmental approvals and compliance.

Role Overview

The Executive Director leads and directs the operations of the Resource and Environmental Compliance Division and provides the Deputy Director General and the Corporate Executive with advice on the operations of the Division. This role is also responsible for providing professional leadership by actively promoting strategies, policies and systems that provide for a strategic direction for the Division.

Role Responsibilities

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

- Leads and directs the operations of the Resource and Environmental Compliance Division to ensure outcomes identified in the Department's Strategic Plan and ongoing reform initiatives are achieved.
- Exercises the statutory powers and/or performs the statutory functions and duties of the Minister or Designated Authority pursuant to a delegation or authorisation under relevant Acts.
- Contributes to the ongoing strategic development and management of the Department ensuring the achievement and monitoring of the Department's objectives.
- Provides advice and informs the Deputy Director General and Corporate Executive with advice to support environmental regulatory policy formulation and ministerial legislative corporate industry liaison and other Government processes and strategic policy matters.
- Develops policies, strategies and plans to ensure timely and effective achievement of the Department's resource and environmental compliance strategies.
- Provides an executive level oversight of resource and environmental compliance functions with clear accountability to deliver DMIRS customer-centric strategies.
- Contributes to the development and implementation of corporate policies and procedures including the achievement of Equal Employment Opportunity and Diversity outcomes.
- Provides leadership by actively promoting systems to achieve corporate objectives and outcomes with a focus on the coordination and integration of efficient and effective corporate systems and the development, implementation and evaluation of risk management systems.
- Demonstrates professional leadership, emphasising the importance of staff development to maximise staff wellbeing and career development opportunities.
- Provides an environment for greater opportunities for innovation and continuous improvement, fosters collaboration across Government, and explores synergies with other agencies.
- Formulates short to long-term strategic and operational plans and related outcomes and efficiently and effectively allocates and uses resources within the Group to achieve outcomes.
- Contributes to the achievement of effective communication, cooperation and consultation between the Minister, Director General, relevant state and commonwealth government organisations, to facilitate the achievement of directorates' objectives.
- Represents the Department at a senior level on committees working groups or at other forums.

Corporate Responsibilities

(The following outlines departmental responsibilities)

- Responsible for the achievement of corporate objectives through effective management and by focusing a work group on stakeholder needs.
- Builds productive working relationships with community stakeholders to ensure effective community engagement, provide opportunities to input on policy and to facilitate agreement of mutually beneficial solutions.
- Provides effective leadership within corporate policies and procedures, acts with integrity and ensures staff demonstrate ethical behaviours aligned with the Department Code of Conduct.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all provisions of the Occupational Safety and Health Act 1984.

What is required in this role?

(The following outlines what experience and qualifications are required to fulfil this role)

- Thorough knowledge and understanding of issues related to the regulation of activities associated with the resources industries.
- Demonstrated leadership and management experience to enable the achievements of agreed performance outcomes as identified in the Department's Strategic Plan.
- Superior stakeholder management communication skills and experience in engaging teams to drive organisational change.

Capabilities Required

(The following outlines the behaviours required to be demonstrated to perform this role)

Shapes and manages strategy

- Inspires a sense of purpose and direction.
- Focuses strategically.
- Harnesses information and opportunities.
- Shows judgement, intelligence and common sense.

Achieves results

- Builds organisational skill and responsiveness.
- Marshals professional expertise.
- Steers and implements change and deals with uncertainty.
- Delivers intended results.

Builds productive relationships

- Nurtures internal and external relationships.
- Facilitates cooperation and partnerships.
- Values individual differences and diversity.
- Guides, coaches and develops people.

Exemplifies personal integrity and self-awareness

- Demonstrates public service professionalism and probity.
- Engages with risk and shows personal courage.
- Commits to action.
- Display resilience.
- Demonstrate self awareness and a commitment to personal development.

Communicates and influences effectively

- Communicates clearly.
- Listens, understands and adapts to audience.
- Negotiates persuasively.

What are the Job reporting relationships?

This position reports to: Deputy Director General

Supervisor Position No: MIS17111 Classification: BAND3

Positions reporting to this Job:

Executive Assistant - (MP100036)	L3
Senior Project Officer - (MIS18099)	L6
General Manager - (01272512)	L8
General Manager - (MP120091)	L8
General Manager Title Compliance - (02148341)	L8
General Manager Environmental Compliance - (MIS17156)	SCL5
General Manager Petroleum Compliance - (MP170062)	SCL5

What are the pre-employment requirements for this Job?

- This position has been identified with a potential for Conflict of Interest
- National Police Clearance

Approved Date

27-FEB-2019