



Department of
Water and Environmental
Regulation

Position Description

Position Title: Senior Manager Legislation and National Policy

Classification Level: 8

Position Number: 11300

Reports to: Director Strategic Policy, Level 9

Directorate / Division: Strategic Policy

Supervises: 7

Branch / Section: Legislation and National Policy

Location: Joondalup

Role summary

The position of Manager Legislation and National Policy focuses on providing advice in relation to the Department's legislation and managing advice for national policy processes. The position has responsibility for undertaking complex legislative and legal queries requiring the need to liaise and negotiate with consultants and officers from other agencies.

Responsible for

- Developing legislation reform proposals and leadership of legislation reform projects;
- Providing advice to the Minister and the Department in relation to policy coordination on state and national policy and legislative matters;
- Providing advice to support the development and evaluation of programs;
- Managing staff and developing, maintaining and sharing expertise to improve knowledge and build capability throughout the Department;
- Contributing to strategic agency outcomes as a member of the Operational Executive.

Work related requirements

1. Ability to understand and apply legislation and policy to support government and organisational objectives;
2. Experience in delivering legislative reform;
3. Ability to conceptualise, analyse and evaluate information to develop practical solutions and make informed decisions;
4. 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. Ability to deliver products and services to the required standards within the required timeframes;
6. Ability to work effectively with a diverse team of professionals manage and develop self and champion change.

Desirable

7. A degree in a relevant discipline as determined by the Director General.

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

Nil.

Position Certification

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