



Department of
Water and Environmental
Regulation

Position Description

Position Title: Program Manager

Classification Level: 6

Position Number: 100073

Reports to: Program Manager, Level 7

Directorate / Division: Regional Delivery/Regulatory Capability **Supervises:** Nil

Branch / Section: Regulatory Integration and Innovation/
Regulatory Coordination

Location: Joondalup

Role summary

This position is responsible for the delivery of the Department's regulatory services auditing and evaluation program and undertakes the coordination of decision reviews by the State Administrative Tribunal (SAT) as required. This position leads and manages the audit and evaluation program to contribute to the efficient and effective delivery of regulatory outputs and outcomes.

Responsible for

- Leading in the planning, preparation, delivery, monitoring and reporting of the regulatory auditing and evaluation program related to the Department's regulatory functions.
 - Assisting with the review and development of policy and plans as it relates to the Department's regulatory functions.
 - Contributes to the achievement of the Division's goals in a team environment.
 - Undertakes the coordination of decision reviews by the State Administrative Tribunal as required.
 - Leads and manages the audit and evaluation program to achieve efficient and effective delivery of outputs and outcomes.
 - Manages projects and provides creative solutions to problems and issues.
 - Manages staff undertaking program or coordination responsibilities and undertakes a mentoring role.
 - Monitors and reports on performance against objectives and desired outcomes.
 - Contributes to business planning including budgeting, workforce planning, KPIs and risk management.
 - Delivering the regulatory auditing and evaluation program and the dissemination of information from these activities.
 - Coordinates reviews of Departmental decisions by the State Administrative Tribunal.
 - Prepares, analyses and interprets information.
 - Clarifies and resolves problems through analysing information, considering options, developing practical solutions and discussion with others.
 - Liaises with others within the Department, in relation to their involvement in supporting or undertaking regulatory functions.
 - Liaises with the community, external agencies and stakeholders in relation to regulatory compliance.
 - The guidelines and principles of the *Western Australian Public Sector Code of Ethics* and the Department's Code of Conduct within a framework of high ethical standards and behaviours.
 - Appropriate Occupational Safety and Health and Equal Opportunity legislation and plans, policies, standards and practices.
-

Work related requirements

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

Essential

1. Tertiary qualifications in a relevant field and/or substantial experience in water and/or environmental regulation.
2. Demonstrated knowledge of the Department's regulatory auditing and evaluation framework's and an ability to deliver regulatory audit programs.
3. Demonstrated knowledge of the Department's State Administrative Review management framework and an ability to coordinate SAT reviews.
4. Demonstrated ability to critically analyse information and concepts and communicate recommendations to others.
5. Communication and stakeholder management; the ability to engage and influence with a range of stakeholder at senior levels of government industry and the community.
6. Demonstrated ability to lead teams and mentor staff.

Desirable

7. Appreciation of political issues associated with water and environmental regulation.
8. Ability to contribute to process/policy development.

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.