



Department of  
Water and Environmental  
Regulation

## **Position Description**

**Position Title:** *Manager Business Planning*

**Classification Level:** *7*

**Position Number:** *100520*

**Reports to:** *Senior Manager Business Excellence,  
Level 8*

**Directorate / Division:** *Strategy and Engagement*

**Supervises:** *TBA (No. of FTE)*

**Branch / Section:** *Business Excellence*

**Location:** *Joondalup*

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### **Role summary**

The Manager Business Planning manages the program of works and relationships necessary to help the Department adopt a contemporary business planning and process management framework to ensure limited resources are allocated and utilised appropriately to efficiently deliver the most important outcomes for the Minister, government and community.

### **Responsible for**

- Leading and managing a small team of business analysts and planners working with consultants and representatives from across the Department in a manner consistent with the Departments values;
- Designing and implementing a business planning and process management framework with staff across the Department;
- Delivering annual business plans that prioritise the forward work program for the Department through consultative approaches;
- Developing business cases, with broad support from across the agency, to secure resources for new strategic projects;
- Providing a process management framework for the consistent re-engineering of workflows across the business to enhance effectiveness, efficiency and inform development of digital systems;
- Working with finance, workforce groups and Directorates to manage the change process resulting from any new prioritisation of work and shifting of resources;
- Promoting a work environment that empowers, motivates and develops the diverse talents of people and ensures an optimum level of appropriately skilled employees;
- Ensuring resources, including financial, physical, technological and information requirements, are available to maintain service delivery;
- Complying with, promoting and clarifying public sector legislative requirements and departmental policies, procedures, including exercising given delegations.

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### **Work related requirements**

#### **Essential**

1. Relevant tertiary qualifications and/or considerable experience in business planning, process accountability and/or business analytics.
  2. Ability to work with all levels of staff within the Department to facilitate the development of business plans that consider the strategic opportunities and risks facing the agency and shift the Department's resources towards highest priority work, and to establish a process framework that re-thinks status quo
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approaches to the Department's activities to find efficiencies and improve integration of innovative workflows across the Department.

3. Ability to facilitate an annual business planning process involving Branch, Divisions, Directorates and Corporate Executive, and provide oversight of business analysis working with areas of the business to improve status quo approaches to workflows.
4. Ability to empower, motivate and develop your staff, while building the internal relationships required across the agency to develop, implement and manage contemporary business planning and process management frameworks.
5. Well-developed communication and interpersonal and negotiation skills with the ability to articulate the benefits of improved business planning and process management and deliver annual business plans that prioritise the forward work program for the Department.

**Desirable**

Nil.

**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.

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**Position Certification**

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