



Department of
Water and Environmental
Regulation

Position Description

Position Title: *Manager Strategy Coordination*

Classification Level: *7*

Position Number: *100305*

Reports to: *Senior Manager Strategy, Level 8*

Division: *Strategy and Engagement*

Supervises: *TBA (No. FTE)*

Branch: *Strategy*

Location: *Joondalup*

Role summary

This position coordinates a range of strategic projects and advises on, or designs, new strategic projects in areas of need. The Manager Strategy Coordination monitors and ensures delivery of a range of departmental commitments through a design thinking approach and an inquiring mind in order to assist the Department become a more strategic organisation.

Responsible for

- Leading and managing a small team of project officers who are providing support to Project Managers across the Department to enhance strategic and collaborative approaches to environmental and water management;
- Providing the key link between corporate strategy, business planning and environmental scanning to diagnose the strategic needs of the business and the need for directional changes in environmental and water management;
- Taking a 'whole of system' approach considering mechanisms across portfolios and outside of government to achieve strategic outcomes;
- Monitoring progress against the Department's Strategic Plan and other key strategies and ensuring projects are developed to deliver on commitments and reporting on outcomes delivered;
- Maintaining awareness of other Government portfolio's strategic directions and reform agendas to identify opportunities to further environment and water portfolio priorities;
- Establishing new strategic projects defined by Ministers or the Corporate Executive and leading the design and business case development for these projects until a dedicated team is established;
- Advising strategic project teams and managers about how to adopt design thinking and program logic principles to ensure effective strategies, policies and plans;
- Mentoring and guiding staff and promote a work environment that empowers, motivates and develops the diverse talents of people;
- Complying with, promoting and clarifying public sector legislative requirements and departmental policies, procedures, including exercising given delegations.

Work related requirements

Essential Criteria

1. Relevant tertiary qualifications and/or considerable experience in identifying opportunities to enhance departmental services and outcomes and in leading and designing strategic initiatives and compiling business cases to support the implementation of such initiatives;
2. Possession of a design thinking approach and inquiring mind which will assist the Department to become a strategic organisation. Ability to apply this approach to the determination of priorities and opportunities to enhance departmental service delivery;
3. Ability to deliver programs and projects, including experience in project management and the provision of support to Project Managers across the agency;
4. Ability to work with all levels of staff across the Department including the ability to advise strategic project teams and managers about how to adopt design thinking and program logic principles to ensure effective strategies, policies and plans;

5. Good communication, interpersonal and negotiation skills with the ability to development and manage productive working relationships with key internal and external stakeholders.

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

Position Certification

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