



Department of
Water and Environmental
Regulation

Position Description

Position Title: Senior Manager Environmental Compliance

Classification Level: 8

Position Number: 100575

Reports to: Director Operations

Directorate / Division: Compliance and Enforcement

Supervises: 12

Branch / Section: Environmental Compliance Branch

Location: Joondalup

Role summary

The position is responsible for leading and developing a multi-disciplinary team by providing a clear sense of direction and purpose, setting expectations and monitoring delivery against departmental objectives. In achieving this the person is expected to be an exemplar of the organisational values. This position is responsible for leading, directing and delivering a state-wide environmental compliance audit and inspection program. The Senior Manager is expected to lead reviews into complex matters, including identifying and critically analysing available information, and making decisions in demanding and uncertain circumstances. The occupant is expected to develop and maintain key relationships at the national, state and departmental level, across a broad spectrum of topics. The occupant is required to be highly responsive and provide high level support and advice to the Executive Director and Director Operations on complex issues within tight timeframes.

Responsible for;

- Provides strategic direction, leadership and advice in contemporary environmental compliance audit and inspections that contribute to organisational outcomes.
 - Direct and deliver audit and inspection planning (strategic, thematic and individual issues), and structured and strategic audit programs that provide evidence and risk based environmental compliance in accordance with legislation and relevant standards.
 - Direct and deliver complex and contentious problem reviews; leading discussions and meetings with others, analysing information, considering options, develop practical solutions and using discretion in relation to sensitive issues, including the management of projects, project teams and contractors.
 - Maintaining a high level of knowledge and expertise in relation to the management of compliance activities under the Environmental Protection Act 1986 (and associates acts and regulations).
 - Represents the Department at national, state and local level on committees, or industry forums as required in an appropriate and informed matter; liaising and consulting with internal and external stakeholders to build and maintain collaborative working relationships to achieve expected outcomes on contentious or priority matters.
 - Provides a leadership style that encourages and fosters a values-based team culture, a culture of continuous capability development, learning opportunities, empowerment, appropriate delegation, commitment and innovation; establishing clear performance standards and monitoring work output on a regular and ongoing basis.
 - Provide direction for the preparation of high-quality compliance reports and statutory instruments; maintaining records, including the assessment of information, compliance action and decisions.
 - Actively monitors the external environment to gather relevant information to identify trends and priorities for inspection or audit; provides specialist, accurate and timely advice on compliance matters for the Executive Director and Director Operations.
 - Additional duties within the skill and scope of position capabilities and departmental needs.
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Work related requirements

Essential

1. Experienced leader and manager in a complex environment
Extensive experience in leading and developing a multi-disciplinary team; providing a clear sense of direction and purpose, including setting expectations, guiding and monitoring the team to achieve goals that align with departmental objectives and values.
2. Ability to achieve results in demanding and uncertain circumstances
Extensive experience in leading and delivering audit and compliance activities into complex matters with expertise in contemporary investigation or compliance methodologies; ability to make decisions under uncertainty.
Possess high level ability to interpret legislation, policies, procedures and guidelines, and research law applicable to the delivery of compliance audit and inspections.
3. High level ability to communicate, build and maintain key relationships
Possess high level workplace communication skills (this may include but not be restricted to well organised and written reports; ability to develop and sustain effective stakeholder relationships; interpersonal skills; negotiation skills; facilitation skills; consultative skills; and investigatory skills).
4. Ability to provide high level quality advice on complex matters
High level ability to critically analyse risks associated with contentious issues, in an operational environment; ability to identify innovative approaches that support organisational priorities and future direction.
Proven ability to be responsive and deliver creative solutions to multi-dimensional problems, using well developed conceptual and analytical skills, within tight timeframes.
5. Role specific requirements
 - i) Tertiary qualification(s) in regulatory compliance, investigation management, audit, science, technology, engineering or mathematics, or a suitable alternative and/or equivalent experience.
 - ii) Availability and willingness to travel to remote locations for up to 5 days at a time.

Desirable

1. Certificate IV in Government Investigations (Regulatory Compliance), investigative or compliance experience, or willingness to undertake training in this field.

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

1. Satisfactory National Police Clearance
2. Current WA drivers licence

Position Certification

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