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## Job Description

<b>Position Title:</b>	<i>Manager Projects, Legislation and Policy</i>	<b>Classification:</b>	<i>Level 7</i>
<b>Position Number:</b>	<i>IR050241</i>	<b>Location:</b>	<i>Mineral House - East Perth</i>
<b>Division/Group:</b>	<i>Resource and Environmental Regulation</i>	<b>Supervises:</b>	<i>1</i>
<b>Branch/Section:</b>	<i>Major Resources Projects</i>	<b>Reports to:</b>	<i>General Manager Major Resource Projects</i>

### Operational Context

Within the Resource and Environmental Regulation Group the Resource Tenure Division is responsible for administering the granting of tenure for resource exploration and production, and facilitates access to land for resource activities.

### Role Overview

This position provides high-level resource related project leadership and advice to the Department, and consults and negotiates on effective resource tenure policy and legislation development with key stakeholders and other relevant parties.

### Role Responsibilities

(The following outlines the key responsibilities and duties related to this position)

- Delivers projects including scoping, risk management, establishment and progress reporting.
- Provides high-level advice on legislative programs relating to resource tenures/titles and resource access, and expert advice to develop strategies, policies, communications and reports.
- Briefs and liaises with Parliamentary Counsel's Office and State Solicitor's Office.
- Consults and negotiates on effective policy and legislative development with key stakeholders and other relevant parties.
- Provides advice and support for strategic development of mining and petroleum legislation.
- Manages the preparation of ministerial responses, briefings, cabinet submissions, reports, policy statements, discussion papers and other correspondence.

### Corporate Responsibilities

(The following outlines departmental responsibilities)

- Contributes to or responsible for the achievement of corporate objectives through effective management by ensuring that stakeholders are dealt with in a professional and timely manner.
- Builds productive working relationships with community stakeholders to ensure effective community engagement, provide opportunities to input on policy and to facilitate agreement of mutually beneficial solutions.
- Provides effective leadership within corporate policies and procedures, acts with integrity and ensures staff demonstrate ethical behaviours aligned with the Department Code of Conduct.
- Performs other roles/tasks as directed.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all provisions of the Occupational Safety and Health Act 1984.

### What is required in this role?

(The following outlines what experience and qualifications are required to fulfil this role)

- Extensive experience in project management and policy development, analysis, interpretation and implementation, preferably in the resource sector.

- Extensive experience in providing high-level policy and legislative advice, and communicating government policy position to stakeholders.
- Extensive knowledge of legislation relevant to mining and petroleum industry, and the ability to manage legislative change arising from policy decisions..

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### **Capabilities Required**

(The following outlines the behaviours required to be demonstrated to perform this role)

- Adheres to and promotes the public sector values and Code of Conduct and acts with the utmost integrity and professionalism.
- Demonstrates appropriate leadership behaviour, takes responsibility, promotes accountability and motivates others.
- Builds and sustains effective and productive relationships and partnerships with a network of key people internally and with external stakeholders. Anticipates and is responsive to internal and external client needs.
- Consults and shares information to ensure others are kept informed of issues. Involves people, encourages them and recognises their contribution.

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### **What are the Job reporting relationships?**

This position reports to: General Manager Major Resource Projects

Supervisor Position No: MIS19048      Classification: L8

#### **Positions reporting to this Job:**

Project Officer - (MIS19027)

L5

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### **What are the pre-employment requirements for this Job?**

- National Police Clearance

#### **Approved Date**

22-NOV-2019