



Department of  
Water and Environmental  
Regulation

## **Position Description**

**Position Title:** *Natural Resource Management Officer*

**Classification Level:** *Level 3*

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**Position Number:** *Various*

**Reports to:** *Program Manager*

**Directorate / Division:** *Regional Delivery*

**Supervises:** *NIL*

**Branch / Section:** *Various*

**Location:** *Various*

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### **Role summary**

Depending on the program area the Natural Resource Management Officer (NRMO) role is responsible for delivering a range of services including water resources management, measurement, regulation (including water licence assessment and compliance) and environmental planning advice to various internal and external stakeholders.

The position responds under directions to provide accurate information and deliver a range of project/program activities to agreed standards, timeframes and budget according to identified priorities. The position will draw on information to suggest improvements to existing procedures and provide support to others, while building productive working relationships in a team environment.

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### **Responsible for**

- Undertakes a variety of natural resource management project/program activities related to the Region.
  - Assists with review and development of standards and process improvement, and implementation of projects.
  - Contributes to achievement of the region's goals and delivers priority work for the program in a team environment.
  - Under guidance, assisting with technical, environmental assessment and regulatory information to various internal and external stakeholders in written and oral formats and the preparation of routine correspondence and reports.
  - Contributes advice on operational matters and assists in developing systems and procedures to enhance regional service.
  - Utilises personal computer systems to prepare, analyses and interpret information.
  - Clarifies and resolves natural resource management problems through analysing information, considering options, developing practical solutions in consultation with others.
  - Undertakes professional development activities to gain skills and develop knowledge of natural resource management, its methods, emerging technology and directions.
  - Applies 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 behaviour.
  - Performs duties in accordance with departmental policies, procedures and relevant public sector legislation.
  - Applies relevant safety procedures / guidelines and equal opportunity principles to performance of work.
  - Additional duties within the skill and scope of position capabilities and departmental needs.
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## **Work related requirements**

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

### **Essential**

1. Knowledge and understanding of natural resource management practices, including relevant Acts, policies, procedures and guidelines.
2. Analytical and conceptual ability, including using computers to analyse and present information and developing practical solutions to problems.
3. Demonstrated good written and oral communication skills including ability to engage with stakeholders to inform and clarify understanding of issues.
4. Ability to work as part of a team while building productive working relationships to deliver priorities and process/policy improvements.

### **Desirable**

5. Tertiary qualification in a relevant field.
6. Experience in working in regional areas, remote and field environments.

## **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. Current 'C' Class drivers licence.
  2. Ability to travel to regional and remote areas.
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