



Department of
Water and Environmental
Regulation

Position Description

Position Title: Natural Resource Management Officer

Classification Level: Level 4

Position Number: Various

Reports to: Program Manager

Directorate / Division: Regional Delivery

Supervises: Nil

Branch / Section: Various

Location: Various

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 NRMO will embrace and adapt to change in the work environment, draw on information from a range of sources using a developed understanding to anticipate issue and inform outputs/outcomes of regional program work and service to stakeholders, and undertake duties working collaboratively with others.

Responsible for

- Undertakes a variety of natural resource management project/program activities related to the Region.
- Assists with the review and development of policy, standards and process improvement, and the preparation and implementation of projects.
- Contributes to the achievement of the Region's goals and delivery of priority work for the program in a team environment.
- Provides technical, environmental assessment and regulatory advice 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, analyse and interpret information.
- Clarifies and resolves natural resource management problems through analysing information, considering options, developing practical solutions in consultation with others, and leading meetings.
- Engages with a broad spectrum of stakeholders in managing work tasks and supporting natural resource management functions
- Undertakes professional development activities to increase 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.

Work related requirements

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

Essential

1. Knowledge and working experience in natural resource management, including using relevant Acts, policies, procedures and guidelines.
2. Analytical and conceptual ability, including experience using computers to analyse and present natural resource management information and develop practical solutions to problems.
3. Demonstrated high level written and oral communication skills including experience engaging with stakeholders to present information and use knowledge to negotiate and clarify understanding of issues.
4. Ability to work as part of a team, while building productive working relationships with team members and others to deliver priorities and process/policy improvements.

Desirable

5. Tertiary qualifications in 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

- Current manual 'C' Class driver's licence.
 - Ability to travel to regional and remote areas.
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