



## Policy Project Officer - Level 5 (MIS19027)

<b>Group:</b>	Resource and Environmental Regulation	<b>Location:</b>	Mineral House - East Perth
<b>Division/Directorate:</b>	Resource Tenure	<b>Supervises:</b>	0
<b>Branch:</b>	Policy and Legislation	<b>Reports to:</b>	Principal Project Officer
<b>Section:</b>	NA		

### 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

The Project Officer undertakes statutory and operational reforms matters within the Resource and Environmental Regulation Group. The role will assist with consultation and negotiation on resource projects with key stakeholders, industry groups, government agencies, external customers, community groups and other relevant parties.

### Role Responsibilities

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

- Completes projects in accordance with business plans and project briefs and undertakes status reporting against agreed timelines.
- Undertakes consultation and negotiation on effective policy development with key stakeholders, industry groups, government agencies, external customers, community groups and other relevant parties.
- Undertakes development, implementation, and evaluation of legislation, policy and programs relating to the development and regulation of resource sector, working in partnership with operational Branches.
- Prepares Ministerial correspondence, briefing notes, discussion papers, reports, policy papers and other departmental correspondence.
- Maintains an awareness of the relevant trends and emerging issues relevant to statutory and operational reform matters.
- Supports the strategic development and operational reform of resource regulation.

### Corporate Responsibilities

The following outlines departmental responsibilities:

- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- 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 applicable work health and safety laws.
- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Performs other duties as directed.

### Role Specific Requirements

The following outlines what experience and qualifications are required to undertake this role:

- Demonstrated skills and experience in project management and policy development, implementation and evaluation.
- Sound research and analytical skills and the ability to interpret legislation.
- Experience in stakeholder engagement and the ability to communicate initiatives affecting the resource sector.

### Capabilities Required

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

- Commits to meeting objectives, identifies and implements appropriate risk strategies and follows up to finalise work.
- Consults and shares information with team and seeks input from others, ensures others are kept informed.
- Adheres to the Code of Conduct, acts with integrity and behaves in an honest, professional and ethical way.

- Presents messages confidently and selects the appropriate medium for conveying information to the audience's level of knowledge, skill and experience.
  - Prepares reports, drafts, ministerial and other written material.
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**This position reports to:**

Principal Project Officer

Position No: IR050018

Classification: L7

**Positions reporting to this Role:**

This position has no direct reports

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**Position Conditions:**

The following outlines pre-employment assessments and ongoing conditions and requirements:

- National Police Check

**Approved Date**

17-OCT-2023