Department of
Water and Environmental Regulation

Position Description

Position Title: _Project Manager_   **Classification Level:** _Level 7_

Position Number: _Pool_   **Reports to:** _Program Manager_

Portfolio: _Strategy and Performance_   **Supervises**_: 1 FTE_

Our Purpose

As Western Australia's primary water and environmental regulator, the Department of Water and Environmental Regulation has a responsibility to be an influential and future-focused organisation.

Our Vision

Our vision is for a low-carbon Western Australia with a healthy environment and secure water resources for future generations.

Our values

Our Missions

Waste: We act to reduce the harmful impact of waste and create a low waste circular economy.

Climate: We act to reduce emissions, mitigate climate change impacts, and build greater environmental and community resilience.

Water: We act to ensure our water resources meet the needs of the community, ecosystems, and economic development.

Environment: We act to make sure that environmental values are protected, and that development is sustainable.
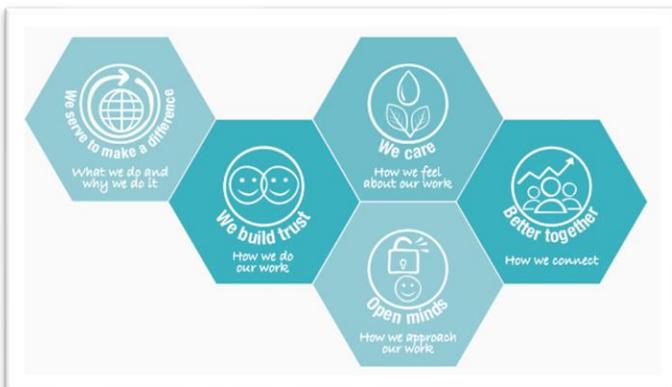
We serve to make a difference | We build trust |We care | Open minds | Better together

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.

Role Summary

As the Project Manager for the transformative Environment Online Program, you will manage and lead a portfolio of projects crucial to the program's development, implementation, and broader adoption. This program provides a secure digital platform for water and environmental regulatory activities, streamlining assessments for joint State and Australian Government projects. In this role, you'll lead efforts in optimizing platform functionality and integration across departmental and industry interfaces, ensuring adherence to regulatory standards and successful project outcomes.

Leadership Context

We believe all our employees are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted Leadership Expectations which sets out the expected behaviours and associated mindsets for every leadership context to support staff to be successful and agency to be high performing.

The leadership contexts which outline how and where we add value through our work include *Personal Leadership, Leading Others, Leading Leaders, Multiple Area Leader, Executive Leader, Agency Leader, and Statewide Leader.*

The Leadership Context for this role is **Leading Others**.

Your Responsibilities

- Managing and participating in cross-functional project teams, taking a proactive approach to the achievement of team objectives.
- Monitoring contracts and agreements for compliance with project deliverables and Government policy and processes.
- Managing and participating in business analysis activities that inform the development of Environment Online and associated digital systems that enhance effectiveness, efficiency, and accessibility of business processes.
- Providing briefings, reports, advice, and recommendations to the executive and other key stakeholders on project delivery.
- Managing the development and implementation of project management strategies, policies, plans and frameworks to deliver the highest value outcomes for Environment Online.
- Implementing agreed project management methodologies, principles, and templates.
- Applying evaluation and measurement frameworks to monitor the effectiveness of Environment Online investment against outcome-based objectives.
- Establishing, maintaining, and effectively managing strategic partnerships, collaborative working relationships and effective communication networks with key stakeholders.
- Working cooperatively with other departmental staff to ensure collaboration and consultation on Environment Online projects.
- Promoting and actively advocating for a high performing work environment and culture to empower, motivate and develop staff.
- Applying 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.
- Performing duties in accordance with departmental policies, procedures, and relevant public sector legislation.
- Applying relevant safety procedures/guidelines and equal opportunity principles to work performance.
- Additional duties as required within the skill and scope of position capabilities and departmental needs.
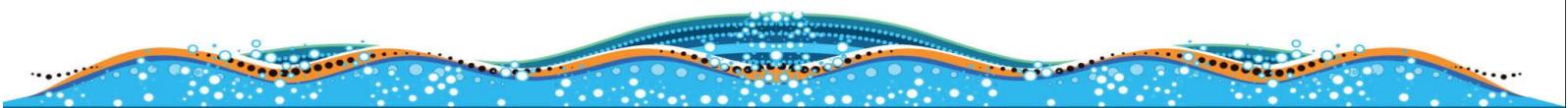
Work related requirements

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

Essential

1. Substantial experience leading and managing business transformation projects using agile methodologies in a large, complex environment.
2. Highly developed communication, interpersonal, negotiation and facilitation skills, adept at conveying complex information tailored to diverse audiences and fostering collaborative stakeholder relationships.
3. Extensive experience in actively identifying and addressing project risks and issues, developing effective mitigation strategies to minimise disruptions and ensure successful project outcomes.
4. Highly developed conceptual, analytical, and problem-solving skills, with a strong attention to detail.

Desirable

5. Possession of, or progress towards, a relevant tertiary qualification.

Special Requirements

6. Ability for independent travel.

Position Certification

The details contained in this document are an accurate statement of the position's responsibilities and requirements as of 16/02/24.