



## Job Description Form

### Senior Manager - Coordination and Support

Position Number:	3113646	Portfolio:	Approvals
Classification:	Level 8	Reports to:	Director Statewide Delivery - Integration, Level 9
Location:	Joondalup	Direct Reports:	3

### Description

*The Senior Manager - Coordination and Support leads a specialist branch responsible for enabling best practice water and environmental regulatory decision making for the Statewide Delivery Directorate. The role provides strategic leadership, governance oversight, and high-level coordination to ensure regulatory functions are delivered consistently, transparently, and in accordance with legislative and organisational requirements.*

*The role oversees critical governance forums, delivers expert support for digital regulatory systems, and acts as a central coordination point to ensure alignment across Statewide Delivery and related reform programs.*

### Responsibilities

*In context of above description, the role:*

- Lead and coordinate key regulatory governance forums.
- Oversee the administration and maintenance of water delegations to support effective and timely decision-making.
- Ensure governance mechanisms are robust, transparent, and aligned with legislation, policy, and organisational priorities.
- Provide strategic oversight of customer and system support for Water and Environment Online, including:
  - Part IV and Part V platforms
  - Water licensing systems
- Ensure system functionality supports regulatory excellence, user experience, and efficient internal workflows.
- Champion continuous improvement in system performance, user support, and integration with evolving regulatory and reform needs.
- Act as the primary point of coordination across the Statewide Delivery directorate to ensure consistent advice, clarity, and alignment in regulatory interpretation and application.
- Connect subject matter experts with functions such as Approvals System Reform, policy development, and operational teams.
- Facilitate collaboration and information flow to support consistent and high-quality regulatory outcomes.
- Provide clear strategic direction, capability development, and performance management for the branch.
- Foster a high-performance culture focused on collaboration, service excellence, regulatory integrity, and continuous improvement.
- Build strong stakeholder relationships across the organisation and with external partners to enable effective regulatory delivery.
- Undertakes additional duties as required within the skills and scope of the position capabilities and departmental needs.



## Our people, our leaders, our values

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At DWER, every employee is a leader. To support this, we have established clear [Leadership Expectations](#). For this role, you will be [Leading Leaders](#). Demonstrating the expected behaviours is crucial and aligned with the role's requirements.

Our culture is shaped by our values. All employees are expected to uphold equity, diversity and inclusion, work health and safety, and ethical principles in all aspects of their work. This includes demonstrating cultural responsiveness by valuing diverse perspectives and contributing to culturally safe, inclusive, and trusted services – particularly for Aboriginal people and communities.

**We serve to make a difference | We build trust | We care | Open minds | Better together**

## Work Related Requirements

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*Read these requirements in context of the above contents.*

### Essential

1. You have proven ability to lead teams and functions responsible for regulatory decision making, governance oversight, or statutory compliance, with a strong commitment to integrity, accountability, and quality outcomes (*you think through complexity*).
2. You have good understanding of legislative, policy, and operational frameworks relevant to environmental or resource regulation, with the capability to interpret and apply legislation, delegations, and regulatory instruments in complex scenarios (*you embody the spirit of the public service*).
3. You have demonstrated capability to coordinate and influence high level governance groups, panels, or advisory bodies, ensuring robust, transparent, and defensible decision making (*you dynamically sense the environment*).
4. You have experience leading or supporting digital platforms used for regulatory functions—such as licensing, assessment, or compliance systems—ensuring they meet user needs, are well-governed, and support efficient business processes (*you lead collectively*).
5. Proven ability to build and maintain effective relationships across diverse internal and external stakeholders, facilitate collaboration, and support consistent interpretation and alignment across large organisational areas (*you embody the spirit of the public service*).
6. You have demonstrated ability to lead complex analytical processes (such as annual fee reviews), interpret data, manage accuracy and transparency, and communicate findings clearly to support decision-making and continuous improvement (*you think through complexity*).

## Special Requirements

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- The department will conduct a national police check before offering employment.