

Department of  
**Industry and Resources**

## **JOB DESCRIPTION FORM**

### **JOB DETAILS**

<b>Position Title:</b>	General Manager	<b>Position number:</b>	IR050145
<b>Work Group:</b>	Performance and Review Group	<b>Position Level:</b>	Level 8

### **ROLE SPECIFIC RESPONSIBILITIES**

*The following outlines the duties, responsibilities and key result areas related to this job. They are not listed in any specific order of priority:*

Leads and manages the activities of the Investigation Services Unit.

Manages the Department's compliance work of divisions for serious breaches and conducts complex investigations of possible contraventions of the Acts and Regulations administered by DoIR.

Provides advice on high level compliance requirements, relating to Departmental responsibility and confers with legal advisers on the conduct of proceedings in the Court.

Liaises effectively with Departmental officers to provide timely advice and support on the essential elements in regulating activities and gaining compliance with statutory requirements.

Provides input into the development of compliance frameworks, regulations, policies and procedures for the Department.

Provides training to develop investigative skills within DoIR.

### **CORPORATE RESPONSIBILITIES**

Responsible for the achievement of corporate objectives through effective management and by focusing a work group on stakeholder needs.

Provides effective leadership within corporate policies and procedures and ensures staff demonstrate expected behaviours aligned with DoIR Code of Conduct.

**JOB REQUIREMENTS**

*States the personal attributes required of someone to successfully fulfil the requirements of this job.*

An appropriate tertiary qualification.

Extensive experience in conducting investigations leading to compliance action in the federal or state legal systems.

Good knowledge and understanding of issues associated with the regulation of activities associated with the mineral and petroleum industries

The following competencies are required for this position;

Leads and manages the development and implementation of business strategies, projects and operations to meet clients needs.

Builds strategic relationships at appropriate levels in government and industry.

Confidently presents messages in a clear, concise and articulate manner.

Undertakes negotiations with a strong grasp of the key issues.

Takes responsibility for the professional development of Branch staff.

Leads teams through empowering and encouraging them to take responsibility and achieve results.

Demonstrates good conceptual analytical and innovative problem solving skills.

**OTHER APPOINTMENT FACTORS OR CONDITIONS**

*Covers any other conditions that may be applicable to this job.*

<b><i>Pre-screening or other employment requirements:</i></b>	Not Applicable
<b><i>Job Location:</i></b> <i>(If not regional or overseas, may be deployed in any DoIR - Perth office.)</i>	1 Adelaide Terrace
<b><i>Accommodation:</i></b> <i>(If Regional, GEHA accommodation may be applicable.)</i>	N/A
<b><i>Allowances:</i></b> <i>(List allowances, if applicable to this position.)</i>	N/A
<b><i>Special Conditions:</i></b> <i>(List any special conditions that may apply to this position.)</i>	N/A
<b><i>Specialised Equipment Operated:</i></b> <i>(Specify type of equipment, make and model, operated.)</i>	N/A

**ORGANISATIONAL CONTEXT****Departmental Overview**

The Department of Industry and Resources (DoIR) has a major role in delivering prosperity for Western Australians through the State's economic development.

**Group Context**

The Performance and Review Group has been established for a period of approximately 12 months and will report to the Departments Corporate Executive.

The Group is responsible for reviewing the programs and functions constituting the core business of the Department to drive momentum and achieve the recommendations of the 'Realising the Potential' report announced by the Acting Director General, Stuart Smith, 2008.

**Operational Context**

Not Applicable

**OTHER JOB-RELATED INFORMATION**

<b>Position No:</b>	IR050145	<b>Position Title:</b>	General Manager
<b>Effective Date:</b>	10/10/2008	<b>Job Location:</b>	1 Adelaide Terrace

**Organisational Placement within DoIR Structure:-**

<b>Group:</b>	Performance and Review Group
<b>Division:</b>	N/A
<b>Branch:</b>	Investigation Services Unit
<b>Section:</b>	N/A

**JOB REPORTING RELATIONSHIPS**

<b>This position reports to:</b>	Deputy Director General
<b>Supervisor Position No:</b>	IR080054
<b>Classification Level:</b>	CL2

**Other positions reporting directly to this supervisor: 7**

Executive Assistant - (IR060053)	L3
General Manager - (IR080070)	L8
General Manager Internal Audit - (IR030302)	L8
Legal Counsel - (MPR02300)	SCL5
Project Manager - (IR080069)	L7
Project Officer - (IR080067)	L5
Senior Project Officer - (IR080068)	L6

**Positions reporting to this job: 5**

Investigation & Research Coord - (IR060102)	L4
Investigation and Research Coord - (IR073872)	L4
Investigations & Research Coord - (IR060102)	L4
Senior Investigations Officer - (IR050180)	L6
Senior Project Officer - (IR080097)	L6

**JOB CERTIFICATION & REGISTRATION**

*The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job*

**BRANCH/DIVISION HEAD**

**DIRECTOR GENERAL**

SIGNATURE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

*Registration date will be the date the Director General (or approved delegate) certifies this document.*

*The official registration stamp initialled by the HR Officer must appear on all pages of the JDF or, for electronic output copies, "Approved Record" and the "Effective Date" must appear in the Header of each page.*