

Manager, Mineral Tenements

OUR CULTURE

The **Department for Energy and Mining (DEM)** is committed to being the Most Transformative Energy and Mining Government Department in the World. To achieve this, we have developed four key enablers to high performing behaviour. These enablers underpin everything we do.

- Our culture is diverse, professional, accountable, respectful and committed to safety. We work collaboratively so we all succeed.
- We are committed to demonstrating personal and professional leadership and value being recognised as leaders in our field.
- We deliver the best outcomes for South Australians.
- We listen and engage meaningfully so that our decisions and actions build a successful and sustainable future for all South Australians

We are a White Ribbon Accredited workplace that promotes gender equality and a zero tolerance of violence in the workplace.

DEPARTMENT CONTEXT

DEM leads the global transformation economy, overseeing the responsible mining and production of the minerals, metals and fuels of the future, to safely and sustainably generate the energy and low carbon products of the future.

Our low-cost power, leading regulation system and culture of innovation is leading to the decarbonisation of industry, new modern manufacturing opportunities, increased employment and greater prosperity and security for the people of South Australia.

We particularly acknowledge the essential role that traditional Aboriginal people play in the energy and mining sector as land managers, heritage custodians, business owners and community leaders.

Underpinning DEM's mission, the Regulation and Compliance Division's (RCD) cutting-edge regulatory practices with a streamlined "one window to government" approach, is earning national and global recognition as the standard for effective investment frameworks and regulation.

ROLE TITLE	Manager Mineral Tenements		
CLASSIFICATION	ASO8	POSITION NUMBER	P36491
DIVISION	Regulation and Compliance		
BRANCH	Resource Tenure		
TEAM	Mineral Tenements		

DESIGNATED POSITION¹

Yes

ROLE PURPOSE

The **Manager Mineral Tenements** is responsible for leading the Mineral Tenements team and program, which is responsible for administering the *Mining Act 1971*, and associated regulations. The **Manager Mineral Tenements** ensures the grant and management of mining and exploration tenure in line with policies, procedures and relevant legislation. The position manages the Mineral Tenements Team and provides expert advice and strategic leadership to initiate and manage policy and procedure development to support the delivery of Mineral Tenement functions.

REPORTING / WORKING RELATIONSHIP

- Reports to: Director, Resource Tenure
- Direct reports: 8
- Works with:
 - Works closely with the Mining Registrar and other staff from the Regulation and Compliance Division.
 - Works collaboratively with staff across DEM.
 - Works with management and officers from across government including the Department for the Premier and Cabinet, Attorney-Generals and Crown Solicitor's Office
 - Liaises with other State and Commonwealth government agencies, key industry associations, stakeholders and the general public.

KEY OUTCOMES

- Lead the Mineral Tenements Team to ensure the secure issue of legal tenure to mining and exploration operations and the achievement of critical business objectives.
- Provide high level leadership, expertise and advice across the Division to manage complex mineral tenement lease and licence issues.
- Deliver expert interpretation, and policy analysis of information pertaining to tenement administration matters in collaboration with the Mining Registrar and other delegates to support decision making processes.
- Provide expert advice and strategic leadership to initiate and manage operational policy development and manage continuous improvement of policies and procedures to support the granting of secure legal tenure.
- Provide expertise in the identification, analysis and assessment of complex issues and customer queries associated with the administration of mineral tenements.

¹ See Specific Requirements for applicable screening check requirements

- Lead the planning and management of specific mining tenement projects and initiatives that support legislative compliance and continuous business improvement objectives.
- Collaborate with internal and external stakeholders to ensure alignment on and delivery against defined service standards across all activities.
- Proactively contribute to establishing an inclusive, collaborate and positive team culture.

SELECTION CRITERIA

Experience

- Proven experience in leading and developing administrative teams to deliver work programs to meet internal and external stakeholder expectations
- Experience in interpreting and applying legislation and policies
- Experience in the analysis of complex issues and draw logical and well supported conclusions
- Experience leading multiple projects within operational teams.

Knowledge

- Comprehensive knowledge of current Government legislation, policies and programs relating to mining and exploration in the state
- Demonstrated understanding of business improvement processes and practices

Skills and Abilities

- Demonstrated capability to build relationships, engage and influence internal and external stakeholders on complex issues
- Well-developed written and verbal communications skills with the ability to consistently provide quality advice to decision makers and enabling the transfer of complex information to Executive, senior management and staff at all levels.
- Strong workload management skills with proven ability to develop and implement plans to meet business needs.
- Proven coaching and staff development skills

DESIRABLE QUALIFICATIONS

- Qualifications in management, policy or legal related discipline are highly desirable.

SPECIFIC REQUIREMENTS

- Some out of hours work and intra-state travel (including overnight absences) may be required.
- DEM encourages flexible working arrangements such as working from home, part time work, job share, compressed weeks and purchased leave. Arrangements are negotiated with the appropriate manager.

- The incumbent will embrace diversity in all its forms and demonstrate inclusive behaviours in the workplace.
- The incumbent will be required to maintain a safe working environment by adopting appropriate hazard management practices consistent with the role.
- The incumbent is expected to uphold the ethical behaviour and professional integrity standards as contained in the Public Sector Act 2009, as well as comply with any other relevant legislated requirements.
- This position is classified as a designated position and as such, appointment to this role will be subject to a satisfactory National Police Clearance screening check.