

Job description

Agency	Department of Lands, Planning and Environment	Work unit	Water Regulation Branch
Job title	Manager Water Licensing	Designation	Administrative Officer 7
Job type	Full time	Duration	Ongoing
Salary	\$120,877 - \$130,039	Location	Palmerston
Position number	13015 RTF 358868	Closing	26/10/2026
Contact Officer	Jolene Challis, Assistant Director Water Regulation on 08 8973 8831 or jolene.challis@nt.gov.au		
About the agency	https://environment.nt.gov.au/		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfld=358868		

APPLICATIONS MUST INCLUDE A ONE-PAGE SUMMARY ABOUT YOU, A DETAILED RESUME AND COPIES OF YOUR TERTIARY QUALIFICATIONS.

Information for applicants – inclusion and diversity

The NTPS values diversity. The NTPS encourages people from all diversity groups to apply for vacancies and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. For more information about applying for this position and the merit process, go to the [OCPE website](#)

Primary objective

The Manager Water Licensing develops and implements policies and procedures to ensure the effective administration of licenses and permits issued under the Water Act. As a manager, you oversee a team; ensure applications are accurately and efficiently processed; provide a high level of customer service to the Territory community; and provide strategic advice to Water Resources leadership regarding the implementation of the Act and/or an identification of emerging issues, as they arise.

Context statement

The Water Resources Division is responsible for the administration of the Water Act 1992 (Act) which provides for the scientific assessment, monitoring and regulation of the Territory's water resources, and to deliver policy and advice that promotes the sustainable use of water.

Key duties and responsibilities

1. Develop and lead a geographically dispersed team of water licensing officers.
2. Manage and undertake water licensing and permitting services.
3. Provide water licensing and permitting information and advice to public, industry and other Government agencies in a timely and professional manner.
4. Ensure information management systems are maintained and water licensing and permitting processes are documented and comply with the requirements of the *Water Act*.
5. Provide support and work in consultation with other team members and the broader Water Resource Division.

Selection criteria

Essential

1. Demonstrated ability to manage individual and team performance by developing and effectively allocating responsibilities and resources to meet tight deadlines and conflicting priorities.
2. Proven experience in reading, interpreting and applying legislation and regulations; or in the effective administration of legislation in a licensing or permitting role.
3. A high level of written and oral communication skills with experience in preparing documents that demonstrate an ability to collate and analyse information including numerical data to form reasoned advice or recommendations.
4. Demonstrated high level interpersonal skills and experience in working and negotiating effectively with government agencies, industry, and a diverse range of technical and non-technical stakeholders.

Desirable

1. Knowledge or experience in water resource management.
2. Certificate IV in Government Investigations or similar training.

Approved: October 2026

Nerida Beard, Executive Director Water Resources