



JOB DESCRIPTION FORM

The Department of Environment Regulation (DER) has the following purpose: To advise on and implement strategies for a healthy environment, for all current and future Western Australians.

DER's values

In all of our work we will *be Responsive, Enabling, Focused, Innovative, Responsible and Effective.*

For the purpose of this recruitment process, behaviours that reflect some or all of the above values are embedded in the selection criteria for this position.

1. Position details

Position title Senior Compliance Officer	Functional title Senior Compliance Officer	ANZSCO Code (PSB will insert) 511112	
Effective Date 13 October 2015	Position Number DER3051316	Level/Grade L5	Specified Calling Level N/A
Functional Area Compliance and Enforcement		Functional Group Environmental Compliance	
Location Perth		Agreement PSA 1992/PSGOGA 2014	
Position Status Does this position form part of the permanent funded establishment?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	End Date (If not Permanent)	

2. Reporting relationships

Position Title Senior Manager Environmental Compliance	Level/Grade SC5
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Responsible to

Position Title Manager Compliance (Waste)	Level/Grade L7
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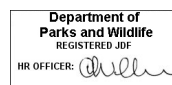
Responsible to

This position



Officers under *direct* responsibility

Position Title NIL	Level/Grade	Approx. no. FTEs supervised
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Other officers reporting directly to this position

Position title Senior Compliance Officer	Level/Grade L5
Compliance Officer x3	L4
Compliance Officer x2	L3

3. Statement of function

- Primary responsibility for effectively and efficiently delivering the annual environmental compliance program across the state.
- Primary responsibility for regulating and monitoring controlled waste movements across the state.
- Primary responsibility for the administration of the landfill levy.

Individuals undertake their duties and responsibilities in accordance with the department's Code of Conduct, policies and procedures, and relevant Government legislation.

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4. Core responsibilities

At an **intermediate** level and with **demonstrated** experience, accountable for contributing to:

- 4.1 The coordinated and integrated delivery of compliance activities as principle component of the Departments regulatory function.
- 4.2 The statewide management of the Department's landfill levy compliance function.
- 4.3 The development, maintenance and sharing of expertise to improve knowledge and build capability throughout the Department.
- 4.4 Other duties as required.

5. Capabilities (Selection criteria)

DER's Capability Framework describes the core capabilities required of departmental personnel across all occupational groups. In the context of the core responsibilities of the position and DER's corporate values, the following selection criteria apply. All criteria are essential unless specified otherwise.

At an **intermediate** level and in the context of the **function** and **core responsibilities** of the role:

- 5.1 **Understand and apply legislation.**
Ability to understand and apply legislation and policy to support government and organisational objectives.
- 5.2 **Critical thinking and decision making**
Ability to conceptualise, analyse and evaluate information to develop practical solutions and make informed decisions.
- 5.3 **Communication and negotiation**
Ability to communicate effectively with internal and external stakeholders including the ability to gain consensus and commitment from others and resolve issues and conflict.
- 5.4 **Deliver products and services**
Ability to deliver products and services to the required standards within the required timeframes.
- 5.5 **Relationships and people management**
Ability to work effectively with a diverse team of professionals manage and develop self and champion change.

In reference to DER, an **intermediate** level is defined as:

Work is carried out according to schedules and targets set by the officer's supervisor to deliver products and services to the required standards within the required timeframes. Officer may be required to plan and organise work within a certain framework. Officer has responsibility for directing work within a limited area, which sometimes consists of drawing up routine instructions for subordinates. Results are controlled by supervisor/manager.

Demonstrated experience at the **intermediate** level is defined as more than 3 years relevant work experience.

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6. Other

Full Time Equivalent (FTE) Full time hours = 1 FTE. Part time hours are expressed as a proportion of 1 e.g. 0.6 FTE if a person works 3 days per week or 60% of full time hours.	1 FTE		
Allowances and Special Conditions Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> Other - Please specify below :	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.			
Working With Children Specify if this position requires a Working with Children check – refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/ if this position works with children for further information on whether this is required.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Police Clearance Specify if this position requires a police clearance or integrity check – refer to http://www.police.wa.gov.au/OurServices/Policecheckscertificates/NationalPoliceCertificates/tabid/1339/Default.aspx for further information.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

7. Certification

The details contained in this document are an accurate reflection of the position.