



## Senior Compliance Officer - Level 5 (MIS23052)

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<b>Group:</b>	Resource and Environmental Regulation	<b>Location:</b>	East Perth - Mineral House
<b>Division/Directorate:</b>	Resource and Environmental Compliance	<b>Supervises:</b>	0
<b>Branch:</b>	Title Compliance	<b>Reports to:</b>	Team Leader
<b>Section:</b>	NA		

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### Operational Context

Within the Resource and Environmental Regulation Group, the Resource and Environmental Compliance Division is responsible for the management of compliance and enforcement activities across the resource sector, including the provision of resource and environmental approvals and compliance.

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### Role Overview

This role acts under delegated authority from the Minister to determine applications and other dealings made under relevant legislation. This role is vital to the effective use of mining tenure for the benefit of Western Australia.

### Building Leadership Impact as a Leader of Others

We believe that all our people are leaders and expect and encourage them to demonstrate leadership in their roles. Leadership in this position is about delivering high-quality work as a specialist in their domain of expertise, balanced with a focus on training, motivating and enabling others.

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### Role Responsibilities

The following outlines the key responsibilities and duties related to this position:

- Receives, processes, registers and determines applications, dealings and other documentation according to legislation, policies and procedures acting under delegation from the Minister.
  - Ensures compliance with governing legislation, relevant policy and title conditions, including identifying and escalating potential breaches of relevant legislation.
  - Prepares high quality reports, minutes and ministerial documentation including advice and briefings.
  - Liaises with industry and provides advice on title compliance provisions of relevant legislation.
  - Identifies process and systems improvements relating to the administration of title compliance matters.
  - Contributes to continuous improvement of title compliance policy, process and procedures.
  - Monitors and follows-up complaints from applicants and provides appropriate responses or recommendations to management.
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### Corporate Responsibilities

The following outlines departmental responsibilities:

- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
  - Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all applicable work health and safety laws.
  - Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
  - Performs other duties as directed.
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## **Role Specific Requirements**

The following outlines what experience and qualifications are required to undertake this role:

- Demonstrated ability to interpret and apply legislation, policy and procedures to complex matters. Specific experience with the Mining Act and related regulations would be an advantage.
- Demonstrated highly developed ability to work independently on multiple matters with minimal supervision.

## **Expected Leadership Behaviours**

While it is expected that the occupant will demonstrate all leadership behaviours of a [Leader of Others - Knowledge](#), the following outlines those that are required to undertake this role:

- **Lead Adaptively** - You take responsibility and accountability for your own development pathway, seeking guidance when necessary to identify appropriate development goals and plans.
- **Embody The Spirit of Public Service** - You lead by example, promoting and role modelling behaviours and respect for others in all aspects of your work, thereby protecting your reputation and that of your team or work area, agency and the sector.
- **Build Capability** - You contribute to the development of those in your team or work area by understanding their current capabilities and striving to develop them further.
- **Deliver on High Leverage Areas** - You demonstrate resilience and expertise to achieve results for your work area.
- **Dynamically Sense The Environment** - You communicate clearly and concisely to ensure a shared understanding.
- **Think Through Complexity** - You understand and respect the need for compliance to minimise risk in your work and ensure your team complies with the required policies, procedures and processes.
- **Lead Collectively** - You seek to build and maintain effective working relationships with others, and are mindful of the partnerships that support your efforts to deliver value for your team and work area.

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### **This position reports to:**

Team Leader

Position No: MP130010

Classification: L6

### **Positions reporting to this Role:**

This position has no direct reports

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### **Position Conditions:**

The following outlines pre-employment assessments and ongoing conditions and requirements:

- The holder of this position exercises delegated statutory powers
- High integrity required for conflicts of interest
- Nationally Coordinated Criminal History Check

### **Approved Date**

19-JAN-2026