



Job Description Form

Generic Senior Compliance Officer

Operational Compliance

Position details

Classification Level: 6

Award/Agreement: PSA 1992 / Public Service CSA Agreement
(and subsequent agreement/s)

Position Status: Permanent

Organisation Unit: Corrective Services, Operational Support, Operational Policy,
Compliance and Contracts

Physical Location: Perth CBD

Reporting relationships

Responsible to: 013126 Assistant Director Operational Compliance– Level 8

This position: Generic - Senior Compliance Officer – Level 6

Direct reports: Nil

Overview of the position

The Operational Compliance Branch is responsible for the second-tier compliance function within Corrective Services and plays a key role in the achievement of the Department's Strategic Platforms by providing essential services, coherent advice and ensuring legislative compliance.

The Senior Compliance Officer reports to the Assistant Director Operational Compliance. The position is responsible for:

- Performing second tier compliance of all operational branches within Corrective Services to ensure that they comply with the Department's operating standards, procedures, and service level agreements.
- Undertaking compliance of prisons, transport and security contractors to ensure they comply with the Department's operating standards, procedures and contracts. Contract Management (oversight) will be undertaken by the division/directorate accountable for the function.
- Assessing and analysing the performance of the various operating entities against benchmarks and performance standards.

- Reporting non-compliance or unsatisfactory compliance to the Commissioner and the Performance Assurance and Risk Committee via the Divisional Head as appropriate.
- Recommending improvements to operating standards and procedures.

Job description

As part of the Operational Compliance team, the successful applicant will be expected to:

- Contribute to the Department's strategic objectives, including safety, security and rehabilitation.
- Work to improve communication and model integrity and respect in all interactions.
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.
- Facilitate cultural and management reforms within the Department through leadership and engagement.
- Represent the Department's interest on committees and working groups as required.

Role specific responsibilities

- Plans, undertakes and manages second tier compliance activities with a focus on the risks and issues at each site, in line with strategic and/or operational tasks.
- Develops and nurtures relationships with stakeholders to influence and foster a compliance culture, maintaining consistency with all compliance reporting and engaging with business areas to improve cohesion and sharing of compliance and risk information.
- Performs tailored compliance functions aligned to the Operational Compliance Framework, ensuring outcomes are completed within scheduled timeframes.
- Undertakes analysis necessary to examine the levels of compliance against the Department's operating standards and procedures; identifies and manages risk and escalates accordingly.
- Ensures attention to detail and accuracy in reporting on all areas of non-compliance with clear references to the Department's operational instruments and other procedures.
- Prepares and presents comprehensive reports, memos and other documents incorporating findings from compliance activities, research and feedback to inform

operational and strategic decision making within the Branch and across the Department.

- Maintains contemporary knowledge of all compliance instruments to accurately reflect areas of improvement.
- Represents the Branch and Department with a high level of professionalism and integrity when liaising and engaging with internal and external stakeholders.
- Takes personal responsibility in ensuring that work is prioritised and deadlines are met.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

In the context of the roles specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, whilst monitoring priorities, draw on information from a range of sources and use judgement to analyse findings, work within agreed guidelines to make decisions and work collaboratively to implement outcomes into work plans are important for this role.

Achieve Results

The ability to; identify and evaluate compliance performance, deal positively with uncertainty and cope and prioritise in a changing environment, a focus on quality with adherence to current procedures and managing compliance activities to completion within a set timeframe are fundamental to this role.

Builds Productive Relationships

The capacity to; network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, consult and share information with the team and seek input from others where necessary, encourage contribution and engagement, recognise different views and ensure that stakeholders are kept informed as appropriate are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

A commitment to; adhere to the Code of Conduct in all interactions, maintain a high level of personal commitment to integrity, professionalism, probity and personal development, take responsibility for completion of works within timeframes and takes the initiative to progress work when required. Able to justify own position when challenged. Acknowledge mistakes and learn from them and seek guidance and advice when required. Engage with risk by providing impartial and clear advice, seeking guidance when required, identifying and/or reporting potential risk issues to supervisor.

Communicates and Influences Effectively

A demonstrated ability to; present messages confidently and persuasively and to actively listen, understand and adapt communication styles to suit a range of audiences, listen to differing views and opinions and develop persuasive counter arguments are requirements for this role.

Role Specific Criteria

- Demonstrated experience and skills in a compliance background, preferably in a large, multi-disciplinary organisation.

Special requirements/equipment

- This position is identified under Section 6 of the *Working with Children (Criminal Record Checking) Act 2004* as Child Related Work. Applicants must have a current Working with Children Check to be eligible for appointment to this position.
- The position holder will be required to travel within Western Australia for operational purposes and required to hold a current and valid 'C' or 'C-A' class driver's licence or equivalent
- There may also be a requirement to travel via airplane including light aircraft

Certification

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

A/Director OPCC

Signature: _____ Date: August 2025

HR certification date: August 2025