

# Job Description Form (JDF)

## Position details

Position title: Manager Compliance Training Development  
Position number: 70230193  
Classification: Level 7  
Physical location: Perth Metropolitan Area  
Award: PSA 1992  
Agreement: PSCSAA 2024  
Pillar: Fisheries and Sustainability  
Directorate: Operations and Compliance  
Branch: Governance and Standards

## Reporting relationships

Reports to: Director Governance and Standards (70190751), Level 8  
**This position**  
Direct reports: 7

## Role summary

Leads and manages the development and delivery of targeted and timely compliance training and on-going related professional development services that are strategically-aligned to the Department's legislative obligations. Leads the development of compliance training policy, frameworks and standards that meet industry benchmarks and organisational regulatory and planning requirements. Manages and coordinates the audit, evaluation, and reporting of endorsed compliance training across the agency, to monitor the effectiveness of training initiatives and to promote a culture of continuous improvement.

## About us

Our department (DPIRD) leads sustainable development of WA's regions and agriculture, aquaculture, food and fisheries sectors. Our Ministerial portfolios are Agriculture and Food, Fisheries and Regional Development.

We **unlock and guide economic opportunities** for these sectors and regions, balanced with the **stewardship of our land and aquatic resources**.

In everything we do we take the approach of:

- **Protect** through stewardship of our people, land and aquatic resources.
- **Grow** our primary industries and regions through balancing social, economic and environmental drivers.
- **Innovate** through a culture of inquiry and adaptation.

We draw on our grow, protect, innovate approach to deliver priorities under three outcome areas:

1. Management and stewardship of WA's land and aquatic resources.
2. Capable and empowered communities.
3. Dynamic regions and primary industries.

## Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- **Working together** – We achieve better outcomes with our colleagues, stakeholders and the community by engaging with their ideas, knowledge and expertise.
- **Acting with integrity** – We foster a culture where individuals are accountable for their actions, behaviours and contributions.
- **Responding with purpose** – Our actions and reactions are intentional, well thought out and align with a specific objective or goal.
- **Embracing curiosity and creativity** – There is always space to be innovative, through curious and creative thinking.
- **Aspiring for a better future** – Our combined efforts deliver sustainable results – environmentally, socially and economically.

## Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

## **Leadership and Management**

- Leads and manages the delivery of an integrated compliance training and professional development strategy and competency framework for DPIRD.
- Develops appropriate compliance training and information systems and associated policies, procedures and guidelines.
- Manages the development of a range of effective, contemporary compliance training products in accordance with organisational priorities and business needs, incorporating flexible learning pathways.
- Develops inter-agency networks to facilitate shared learning opportunities and to leverage partnership training opportunities.
- Ensures training products comply with industry standards and initiates internal audits and reviews to monitor the effectiveness of compliance training services and proactively manages continuous improvement processes.
- Identifies and reports on trends relating to workforce compliance training including emerging risks and opportunities to enhance operational performance.
- Participates in organisational planning and initiates the development of operational plans for the Compliance Training & Development section, considering environmental factors and identified risks and business priorities.
- Provides effective management to the Compliance Training & Development section staff including guidance, performance management and professional development.
- Identifies needs and appropriately plans for the Team's priorities including implementing effective change management strategies to assist Compliance Training & Development section staff to respond effectively.
- Provides leadership and management of the physical, financial, human and technological resources attached to the Compliance Training & Development section in enabling it to meet organisational objectives.

## **Stakeholder Engagement**

- Develops, maintains, and manages effective and productive collaborative partnerships with internal and external stakeholders to ensure appropriate service delivery is met.
- Provides strategic advice to management on compliance training initiatives to promote best-practice and build organisational capabilities.
- Fosters collaborative and mutually supportive relationships with stakeholders, including other training institutions, service providers and departmental staff.
- Fosters a culture of continuous improvement to meet organisational regulatory requirements.
- Participates at meetings, workshops and on working groups as required
- Other duties as required.

## **Work related requirements**

In the context of the role:

### **Essential criteria**

### **Role specific**

1. Proven experience in leading the development, implementation and evaluation of training services and programs in a regulatory environment, preferably with a law enforcement focus.
2. Considerable experience developing training strategies, policies, and guidelines to support the introduction of new training initiatives.
3. Demonstrated understanding of law enforcement and associated training needs.

### **Core capabilities**

4. *Build effective relationships*: Highly developed and effective written, verbal and interpersonal skills, including the ability to liaise and maintain productive working relationships with internal and external stakeholders.
5. *Challenge for innovation*: Demonstrated ability to develop and deliver innovative and responsive improvements which underpin an organisation's strategic objectives.
6. *Think strategically*: Highly developed conceptual skills with the demonstrated ability to align operational activities to an organisation's objectives and consider the ramifications of issues and longer-term impact.
7. *Deliver in a changing environment*: Demonstrated ability to effectively allocate and leverage resources to deliver desired business outcomes.
8. *Lead and empower others*: Highly developed leadership and people management skills, with the ability to motivate, develop and utilise the diverse talents of people.

### **Desirable criteria**

1. Tertiary level qualification in Learning and Development or a related discipline

### **Special requirements/equipment**

- Certificate IV Training and Assessment or willingness to obtain this qualification within 12 months of commencement.
- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense).
- A current and valid Western Australian C or C-A (car) class driver's license, or equivalent is required.
- Occasional travel to and from metropolitan and regional offices may be required.
- DPIRD is an Emergency Management Agency and all employees may be required to work or travel during, or outside of, normal business hours to assist with incidents and emergencies.

- The contract of employment specifies terms and conditions relating to this position.

### **Certification**

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

### **Delegated authority**

Position title: Deputy Director General, Fisheries and Sustainability

Endorsement Date: 22 January 2026