

Position Title:	Licensing Coordinator	Classification Level:	Level 5
Position Number:	3250067	Location:	Midland
Reports To:	Director Procurement & Contracts	Positions Under Control:	0
Branch/Section:	Contracts and Procurement	Job Families/ Function:	Strategy and Service Delivery
Business Unit:	Corporate Services	Leadership Context:	Leading Others – Knowledge Leader

Business Area Overview

Corporate Services supports the operational business units to fully harness their potential to deliver on Landgate's vision "to fully harness the value of *where* to power a thriving Western Australia". The Procurement and Contracts team, as an integral part of Corporate Services, provide specialised corporate services to internal customers, whilst maintaining strong relationships with external clients who seek to do business with Landgate; and to support the business to maximise its potential to meet the needs of our community, government and industry customers.

Role Summary

The Licensing Transition Coordinator is responsible for developing and maintaining licensing policies, procedures, and frameworks. The role includes completing quality assurance checks against licensing policies and procedures, auditing internal license processes, and auditing Value Added Resellers (VARs) and brokers against license terms and conditions. Additionally, the consultant will engage with stakeholders, manage cases for existing and new VARs, brokers, and startup VARs, conduct license assessments and renewals, and maintain the knowledge base related to licensing.

This role assists in the development of key initiatives by contributing to the Business Unit Plan and both reviewing and developing policies, strategies and standards relating to licensing of Landgate data and data-related services. A key focus of the role is working closely with Senior Manager Data and Digital Governance, Digital Governance Manager and Director, Procurement and Contracts in the management of strategic commercial licensing agreements and overseeing the operational licensing functions. The role will also be responsible for the development of licensing reports, and leading process reform initiatives to ensure Landgate maintains a contemporary and efficient Licensing function.

Responsibilities

- Responsible for the negotiation and coordination of all types of license agreements for VARs, Brokers and On-Sellers
- Creating, conducting and reporting on audits for VARs and Brokers against license terms and conditions as well as ensure adherence to regulations which govern privacy and data use internally and externally to Landgate.
- Ensures effective consultation, liaison and negotiation with internal and external stakeholders on the development and implementation of projects and standards within Landgate related the Licensing function.
- Participates in the review of the VAR model and ensures it aligns with Landgate's strategic plans to support ongoing business needs.
- Lead ongoing process initiatives to reform, streamline and improve licensing processes for Landgate and its customers.
- Manages, coordinates and compiles documentation and supporting evidence for licensing and associated licensing agreement activities, including market and competitor analysis.

- Triage and liaise with other business units as required in relation to VAR and Broker License Agreements enquiries and concerns.
- Assessment, approval and provision of Copyright licenses for use of our IP and/or trademarks
- Develop and management of licensing policies, procedures and frameworks and maintenance in relation to licensing processes and procedures.
- Ensure invoicing related to licenses, including VAR and Broker agreements is undertaken in a timely manner
- Reporting design and delivery relating to licensed products and services.
- Reform of licensing including amendments to policies, procedures and the procurement of a licensing system to house the existing and growing database.
- Consults with the business in the preparation and review of new and existing license agreements, including license assessment and renewals in relation to VARs and Brokers.
- Adheres to Work Health and Safety (WHS) policies and procedures that ensures the safety of staff and customers.
- Acts with integrity at all times, demonstrates behaviours aligned with Landgate's code of ethics and works within relevant policies and procedures, contributing to the accountabilities of the team.
- Performs other duties as directed.

Essential Role Requirements

Expected Behaviours

Landgate has adopted the Public Sector [Leadership Expectations framework](#), and this role sits in the **Leading Others** context. Leadership in this first formal positional leadership context is about motivating and enabling others to deliver high quality work that contributes to the agency.

- **Lead collectively** – You link the work of your team and your domain of expertise to the agency's objectives and can explain this linkage clearly to others.
- **Think through complexity** – You think critically and strategically to solve problems and enhance effectiveness across your team or work area.
- **Dynamically sense the environment** – You adapt your communication style to target audience to influence or persuade.
- **Deliver on high leverage areas** – You identify and understand the competing priorities of your work area, prioritising essential tasks and making adjustments as appropriate.
- **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.
- **Embody the spirit of the public service** – You display and embody the spirit of public service in all your decision making, interactions and professional activities.
- **Lead adaptively** – You proactively extend your knowledge, skills and expertise to ensure your contribution continues to add value.

Experience/Qualifications

- Experience in a similar licensing role working with licensing databases.

Desirable Role Requirements

- Knowledge or experience in licensing
- An understanding of Landgate's product and system suites and regulatory environment.
- Well-developed written and verbal communication skills focussed on stakeholder engagement and license negotiation/management
- Strong attention to detail and organisational skills

Appointment Conditions

- National Police Clearance

Reporting Relationships

Reports to:	
Director Procurement and Contracts	Other positions reporting to this position:
	Procurement Manager, Level 6
	Senior Contract Manager, Level 6 (x2)
	Contract Manager, Level 5 (x2)
	Procurement & Contracts Coordinator, Level 4
This position:	
Licensing Coordinator, Level 5	
	Direct reports: Nil

Certification

These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Business Unit	Name	Date
P&C Senior Advisor, People Culture and Environment	Hannah Duffy	23/01/2026
Director Contracts and Procurement	Bronwyn Fletcher	23/01/2026

Effective Date: 23 January 2026