



Regional Officer

Branch: Kalgoorlie Office
Directorate: Regional Services
Position Number: 00013584
Classification: Level 3
Physical Location: Kalgoorlie
Award/Agreement: Public Service Award & Public Sector CSA Agreement 2024

Our purpose: Empowering a thriving community

The Department of Transport and Major Infrastructure (DTMI) together with Main Roads WA and the Public Transport Authority forms the Transport Portfolio. DTMI seeks to connect people and places to keep Western Australia moving towards a safer, healthier, and more sustainable future.

Join us and work in a role where you can bring your best self to work and leave work having been seen and heard, and able to contribute meaningfully to the communities throughout Western Australia. DTMI promotes a diverse workforce and embraces a high standard of equal opportunity, health and safety, and ethical practice. DTMI is a values-based organisation committed to empowering a thriving community.



Working **together**, we get things done.



Looking after **ourselves** and supporting **others**.



Always open to **possibilities**.



Taking ownership, we **deliver**.

Overview of the directorate

The Regional Services Business Unit are the trusted voice of the Department of Transport in the regions. We have great people that are knowledgeable, trusted and multi-skilled, they are problem solvers with a can-do attitude. We are all part of a team that works together across regional WA and are ready to pitch in to help each other out. We are flexible and adaptable; we use technology and local knowledge to provide services that are suited to each unique community and work closely with other members of the Transport Portfolio to deliver quality services and outcomes to regional customers. Our teams are connected to the community which they are a part of, we value our customers and go above and beyond to assist them, providing excellent customer service across regional WA.

Overall purpose of the role

The Regional Officer provides a front-line regulatory enforcement and educational role and represents the Department as a professional, credible and high skilled officer. Undertakes quality assurance, education and compliance activities including, but not limited to, on demand transport, practical driving assessing, coastal infrastructure management, maintenance and other maritime duties. Provide support and advice to transport operators, users and community members in relation to transport policies, services, licenses, subsidies and assisting with the operation and maintenance of boat harbours and facilities across the regional area. The Regional Officer will be required to work autonomously at times.

Work description

- Commands Department vessels as qualified, complies with all policy requirements in ensuring high standards of readiness and cleanliness.
- Maintains maritime signage, and marker buoys.
- Delivers educational programs to regional communities and industry stakeholders to promote compliance with applicable transport legislation.
- Conducts active patrols for education, enforcement, and compliance with relevant legislation.
- Issues infringement notices, cautions, recommends prosecution, assists in preparing Prosecution briefs and attends court.
- Attends to all associated administrative duties, including reports and correspondence, following up on audits, inspections and non-compliance issues, and conducts investigations.
- Provides support and advice to transport operators and users, community members and government agencies in relation to the application of land, sea and air transport policies, regulations, services, licenses and subsidies.
- Conducts safety audits of approved on demand transport booking services.
- Conducts checks on coastal facilities to ensure authorised usage, and the safe operations and maintenance of boat harbours where applicable.
- Where requested, assists in Search and Rescue operations, coordinates field roles as required and participates in maritime environmental emergency response duties as directed as a member of the State Response Team.
- If requested, conducts Practical Driving Assessments according to licence class held, and in line with policy and procedure requirements, as directed by the Regional Manager or delegate.
- Undertakes other duties as requested.

Work related requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department's values.

Criteria

ESSENTIAL:

1. The ability to operate in a positive and productive work manner whilst being flexible and adaptable to a changing environment.
2. High level of interpersonal, conflict resolution, verbal and written communication skills incorporating honesty and integrity.
3. Possession of, or willingness to obtain within 6 months of commencement, a Marine Certificate of Competency (minimum Coxswain 2 or equivalent) in accordance with the Marine Safety (Domestic Commercial Vessels) National Law Act 2012 or equivalent, transferable maritime qualifications obtained in the Australian Defence Force
4. The ability to build, establish and maintain collaborative working relationships with a variety of stakeholders (internal and external) by negotiating clearly and concisely and having excellent conflict resolution skills.
5. Demonstrated ability to apply, investigate, research, interpret and collate information for investigative reports as well as Acts, Awards, Regulations, policies, and procedures.
6. Current valid Western Australian C-A class motor vehicle driver's license or equivalent.

DESIRABLE:

1. Provide First Aid Certificate.
2. Knowledge of various Acts, Regulations, Policies and Procedures relating to Transport operations.

Reporting relationships

Director Regional Services, Level 8



Regional Manager, Level 7



This Position



Nil

Allowances/Special conditions

- A current national police clearance certificate incorporating criminal and traffic convictions and infringements is required for this position.
- Ability to work outside of core business hours (including rostered work).
- May be required to work weekends and public holidays.
- May be required to work shifts at any location within the State.
- Uniforms are provided.

Certification

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

**Executive Director
People and Culture**