



Senior Research and Regulatory Support Officer - Level 5 (00013906)

Group:	Local Government, Racing, Gaming and Liquor	Location:	Perth - 140 William St
Division/Directorate:	Racing, Gaming and Liquor	Supervises:	0
Branch:	Liquor Control and Compliance	Reports to:	Manager Liquor Control and Arbitration
Section:	Liquor Control & Arbitration		

Operational Context

Within the Local Government, Racing, Gaming and Liquor Group (LGRGL), Racing, Gaming and Liquor Division is responsible for regulating and maintaining the integrity of lawful racing, gambling, and liquor activities to support industry and minimise harm. Regulation includes liquor licensing, industry support services, and conducting compliance inspections.

Role Overview

This position provides support to the Administrative Law team by liaising with parties involved in complex liquor control matters, including applications for liquor licences and issuing orders and notices. Conducts research as required to assist in the determination of these matters. Contributes to operational regulatory planning and risk management for regulated industries. Assists with legislative and policy development activities as directed.

Building Leadership Impact as a Personal Leader

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 the work of individuals who make a direct and immediate difference to the agency, with personal accountability for delivering excellence.

Role Responsibilities

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

- Undertakes research into complex or contentious licensing applications and provides briefings and recommendations to support decision making.
- Liaises with stakeholders including applicants, objectors, interveners and internal parties on matters arising as a result of the lodgement of an objection or intervention.
- Manages accurate files on behalf of decision makers ensuring all materials required for the objection process are available to external parties as appropriate and to internal decision makers as required.
- Assists with audit activities and risk assessments in line with the Group compliance program.
- Assists with operational planning activities.
- Assists with amendments to primary legislation and manage amendments to subsidiary legislation administered by the Department, including providing instructions to Parliamentary Counsel for the preparation of amendments to primary legislation and regulations.
- Undertakes consultation with stakeholders regarding policy development and legislative review.
- Maintains awareness of trends and identifies emerging issues within the regulated industries including assessing the impacts of Commonwealth legislation/policy on State legislation/policy.
- Participates in strategic projects as required.
- Prepares correspondence, briefing notes, reports and speech points on behalf of the Minister.
- Provides executive support to General Manager Liquor Control and Compliance and Executive Director Racing, Gaming and Liquor, in relation to the co-ordination of meetings, preparing agendas and recording minutes of meetings.

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.

Role Specific Requirements

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

- Demonstrated knowledge of regulatory frameworks relating to liquor control, including licensing, order and notices, and harm minimisation.
- Demonstrated experience in stakeholder engagement and liaison across government, industry, and community sectors.
- Demonstrated high level of research, analytical and problem-solving skills.

Expected Leadership Behaviours

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

- **Lead Adaptively** - You are responsive to change in your work environment.
- **Embody The Spirit of Public Service** - You show empathy and compassion, integrity and humility.
- **Build Capability** - You are approachable and receptive to all members of your team.
- **Deliver on High Leverage Areas** - You display personal resilience to overcome obstacles and challenges, seeking support from your manager when necessary.
- **Dynamically Sense The Environment** - You engage in your work environment with a positive and open mind, acknowledging that your approach may not be the only effective approach.
- **Think Through Complexity** - You are accountable and take responsibility for your decisions and actions.
- **Lead Collectively** - You complete your work to a high standard and ensure information is accurate.

This position reports to:

Manager Liquor Control and Arbitration

Position No: 00013964

Classification: L7

Positions reporting to this Role:

This position has no direct reports

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
- Current Western Australian C or C-A class drivers licence or equivalent

Approved Date

20-JAN-2026

www.lgirs.wa.gov.au