



Team Leader Compliance Support Services

Branch: Compliance and Investigation
Directorate: Maritime
Position Number: 00025484
Classification: Level 5
Physical Location: Fremantle (Newman Court)
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.



COLLABORATION

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



WELLBEING

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



ADAPTABILITY

Always open to **possibilities**.



ACCOUNTABILITY

Taking ownership, we **deliver**.

Overview of the directorate

The Maritime Directorate is responsible for meeting the challenges and maximising the opportunities presented by the vast WA coastline and facilitating the safe and sustainable use of navigable waters. Responsibilities include oceanographic data collection, management of our fragile coastline, strategic coastal planning, design and delivery of recreational and commercial boating infrastructure, management of maritime facilities, management of maritime environmental emergencies, management of operational initiatives and the performance of Harbour Master functions within SPA ports throughout the State. The Directorate promotes the professional development of its staff by encouraging active participation in Maritime emergency activities and inter-directorate projects in line with operational requirements and employee interests. To meet the needs of its customers and balance the competing demands placed on one of the State's greatest assets, the Maritime Directorate actively engages with other State, Commonwealth, and local government authorities, the private sector, and the community. The Directorate is dedicated to the enhancement of the WA coast and safe and sustainable use of navigable waters. A flexible management approach encourages staff to participate in projects across the specialist project areas, offering job diversity in a stimulating and collaborative work environment that prides itself on being supportive and friendly.

Overall purpose of the role

Supervises and coordinates the day to day activities of the Compliance Support Services Section, including the development, implementation and review of compliance, investigations and prosecution strategies and programs.

We recognise and nurture leadership in all contexts.

We consider all our people to be leaders, whether leading a team, a technical function or leading themselves. As such, we expect our people to adopt the expected behaviours and associated mindsets outlined in [Building Leadership Impact](#) and described fully in [Leadership Expectations](#).

The leadership context of this role is Leading Others. We provide opportunities to develop and mature your behaviours so you can have a greater leadership impact.

Work description

- Contributes to the Compliance and Investigations Branch's planning of strategic business priorities for Maritime and the Department.
- Coordinates and reviews the compilation of all prosecution briefs associated with compliance and enforcement activities undertaken on behalf of the Waterways Safety Management Directorate.
- Develops and reviews best practice policies, frameworks, standards, processes and management of systems for compliance, investigations and prosecution related activities.
- Liaise with the Training and Exhibits Officer to develop, review and implement policies and processes that encompass administrative and operational functions.
- Evaluates and endorses aquatic events related exemptions from relevant legislation for sign off from the Director Waterways Safety Management
- Assists Authorised Persons/Inspector with a range of investigations, including administering the Waterways Safety Management, compliance monitoring CCTV camera network program including liaising with local government and external stakeholders.
- Reviews and responds to Marine Appeals as a resulting from the issuing of infringement, caution notices and elections to court.
- Where duly authorised, monitors compliance with and enforces the provisions of all relevant Maritime legislation.
- Issues infringement notices and cautions and recommends prosecution action when necessary, including the preparation of prosecution briefs for court.
- Attends court as a witness and provides testimonial evidence as required.
- Participates in Maritime environmental emergency response duties as required as a member of the State Response Team.
- Undertakes other duties as required.

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

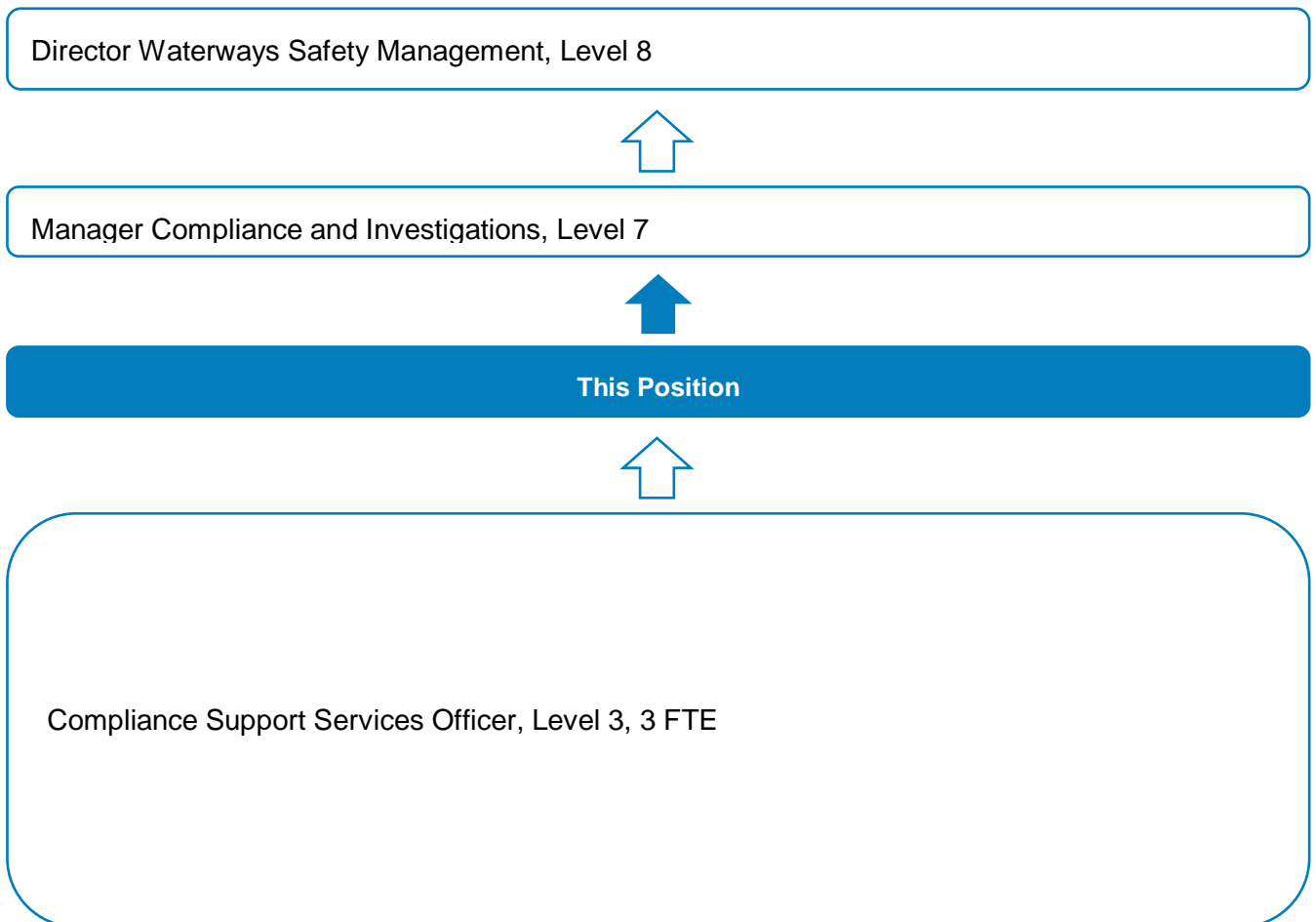
ESSENTIAL:

1. Extensive experience creating, preparing and reviewing prosecution briefs.
2. Substantial knowledge of Western Australia recreational boating, commercial marine charter industries and relevant legislation.
3. Well-developed verbal written and interpersonal communication skills, together with the ability to liaise, negotiate and interact with a variety of internal and external stakeholders.
4. Experience leading and coordinating a team, including workload management, to deliver efficient business outcomes.

DESIRABLE:

1. Certificate of Competency as Coxswain Grade 1 Near Coastal or substantial progression towards the qualification.

Reporting relationships



Allowances/Special conditions

- A current national police clearance certificate incorporating criminal and traffic convictions and infringements is required for this position.
- A Western Australia marine offence history check is required for this position.
- Current valid Western Australian C Class motor vehicle drivers' license or equivalent is required for this position.
- Required to work outside of normal office hours on a regular basis.
- May be required to work shifts at any location within the State.
- May be required to work as part of the Investigations on call roster system.
- Departmental vehicles and personal computer.

Certification

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

Chief People Officer
People and Culture