



Wardens Associate - Level 3 (MIS24296)

Group:	<i>Resource and Environmental Regulation</i>	Location:	<i>Perth - Law Courts 501 Hay Street</i>
Division/Directorate:	<i>Resource Tenure</i>	Supervises:	<i>0</i>
Branch:	<i>Resource Tenure</i>	Reports to:	<i>Principal Wardens Associate</i>
Section:	<i>NA</i>		

Operational Context

Within the Resource and Environmental Regulation Group the Resource Tenure Division is responsible for administering the granting of tenure for resource exploration and production, and facilitates access to land for resource activities.

Role Overview

This position provides administrative, secretarial and research support to the Mining Wardens both in and out of court and ensures the delivery of quality advice, information and assistance to internal and external stakeholders of the Wardens Court.

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:

- Receives and processes court documents for the Mining Wardens, for matters before the Wardens Court relating to applications for mining tenements, dealings and other applications under the Mining Act 1978.
 - Provides quality front line customer service to internal and external customers in respect to the Department's policies and procedures as required.
 - Assists team members to ensure high quality timely service delivery and attends to customer requests for the supply of information.
 - Maintains information systems databases as required.
 - Provides an administrative service in the organisation and management of all functions in support of the Mining Wardens.
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Corporate Responsibilities

The following outlines departmental responsibilities:

- Acts ethically and supports others to do the same, in line with the departments Values and the Code of Conduct.
 - Takes reasonable care to protect your own safety, health and wellbeing 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.
 - Performs other duties as directed.
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Role Specific Requirements

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

- Demonstrated experience in the provision of administrative and clerical support together with experience in providing a client/customer service.

- Demonstrated ability to understand and apply relevant legislation.
- Experience in the processes and procedures required in conducting court proceedings is desirable.

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 Collectively** - You recognise the shared purpose of the policies and procedures in the sector, and follow your team's policies and procedures.
 - **Think Through Complexity** - You are solutions focused and seek guidance to explore the likelihood of your intended outcome.
 - **Dynamically Sense The Environment** - You adjust priorities and pace with guidance when necessary to ensure you contribute to delivering value for your team.
 - **Deliver on High Leverage Areas** - You take responsibility for managing your work to achieve results, keeping others informed of your progress.
 - **Build Capability** - You recognise your role in and contribution to creating a healthy culture in your team environment.
 - **Embody The Spirit of Public Service** - You complete your work practices in accordance with the policies and procedures of your work area, seeking clarification and guidance as necessary.
 - **Lead Adaptively** - You regularly seek feedback on your performance and practices from your manager and peers, and respond appropriately.
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This position reports to:

Principal Wardens Associate

Position No: MIS24294

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
- C or C-A Drivers Licence or capability for independent travel

Approved Date

Unapproved Record