

Job Description Form (JDF)

Position details

Position title:	Prosecutions Support Officer
Position number:	70190765
Classification:	Level 3
Physical location:	Perth Metropolitan Area
Award:	PSA 1992
Agreement:	PSCSAA 2024
Pillar:	Fisheries and Sustainability
Directorate:	Operations and Compliance
Branch:	Governance and Standards
Section:	Compliance Governance and Prosecutions

Reporting relationships

Reports to: Compliance Governance and Prosecutions Coordinator (70190764),
Level 6

This position

Direct reports: Nil

Role summary

Supports the Department's offences system and processes including user accounts, training, procedures, manuals and reporting. Maintains compliance records and updates the system according to legislative changes.

About us

Our department (DPIRD) leads sustainable development of WA's regions and agriculture, aquaculture, food and fisheries sectors. Our Ministerial portfolios are Agriculture and Food, Fisheries and Regional Development.

We **unlock and guide economic opportunities** for these sectors and regions, balanced with the **stewardship of our land and aquatic resources**.

In everything we do we take the approach of:

- **Protect** through stewardship of our people, land and aquatic resources.
- **Grow** our primary industries and regions through balancing social, economic and environmental drivers.
- **Innovate** through a culture of inquiry and adaptation.

We draw on our grow, protect, innovate approach to deliver priorities under three outcome areas:

1. Management and stewardship of WA's land and aquatic resources.
2. Capable and empowered communities.
3. Dynamic regions and primary industries

Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- **Working together** – We achieve better outcomes with our colleagues, stakeholders and the community by engaging with their ideas, knowledge and expertise.
- **Acting with integrity** – We foster a culture where individuals are accountable for their actions, behaviours and contributions.
- **Responding with purpose** – Our actions and reactions are intentional, well thought out and align with a specific objective or goal.
- **Embracing curiosity and creativity** – There is always space to be innovative, through curious and creative thinking.
- **Aspiring for a better future** – Our combined efforts deliver sustainable results – environmentally, socially and economically.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

Prosecutions Support

- Oversees and supports use of the electronic prosecution system including training, reporting and implementation of policies, procedures and protocols.
- Maintains compliance records and legislation updates on behalf of the Department.
- Provides administrative and system support for the Compliance Directorate in relation to briefs, infringements and the prosecution system
- Processes invoices and payments, and assists with procurement of assets and consumables

- Maintains data quality and integrity of the prosecution system and assists with internal and external audits
- Undertakes testing and implementation of system fixes and enhancements together with identifying and resolving problems within the prosecution system.
- Maintains and updates access, security and data confidentiality information.
- Prepares relevant reports relating to briefs, infringements and prosecutions system outputs.
- Delivers training documentation, manuals and updates on the prosecution system to all users.
- Identifies opportunities and ongoing improvement of processes, practices and protocols.

Stakeholder Engagement

- Provides customer service to internal and external stakeholders in relation to compliance matters
- Provides regular reports on achievement of targets and takes remedial action where/when required.
- Fosters relationships with stakeholders, including vendors, technical and user support groups on matters relating to compliance administration.
- Shares knowledge and learning with team members.
- Represents the Section in meetings and working groups as required.
- Participates in incident and emergency management activities commensurate with capability, capacity, training and level of experience.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Experience and knowledge in the provision of system and administration support within a compliance environment.

Core capabilities

2. *Build effective relationships:* Demonstrated ability to communicate effectively and succinctly with a diverse range of people at all levels using verbal, written and interpersonal skills.
3. *Challenge for Innovation:* Demonstrates willingness to participate in, and assist with implementing, learning and development opportunities.
4. *Think strategically:* Ability to interpret, apply and advise on relevant acts, regulations, policies, procedures and systems.

5. *Deliver in a changing environment*: Demonstrated ability to prioritise tasks and organise workload to meet targets and deliverables.
6. *Lead and empower*: Ability to work autonomously and in a team environment.

Special requirements/equipment

- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense)
- Occasional travel to and from metropolitan and regional offices may be required.
- DPIRD is an Emergency Management Agency and all employees may be required to work or travel during, or outside of, normal business hours to assist with incidents and emergencies.
- The contract of employment specifies terms and conditions relating to this position.

Certification

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

Delegated authority

Position title: Deputy Director General, Fisheries and Sustainability
Endorsement Date: 25 February 2026