



Compliance Officer - Level 5 (GRS16885)

Group:	Local Government Inspectorate	Location:	Perth - 140 William St
Division/Directorate:	Local Government Inspectorate	Supervises:	0
Branch:	Local Government Inspectorate	Reports to:	Manager Compliance and Monitoring
Section:	NA		

Operational Context

The Local Government Inspector (the Inspector) is responsible for strengthening oversight, accountability, and performance across the local government sector in Western Australia. The Inspector is supported by a dedicated team of Inspectorate officers who deliver the operational investigative and engagement functions to fulfill the Inspector's statutory obligations. The Inspector and Inspectorate officers engage with a diverse range of stakeholders including local councils, elected members, the public, the media and other integrity and regulatory agencies. Together, the Local Government Inspector and Inspectorate officers play a proactive role in identifying and responding to emerging sector risks, resolving complaints early, and supporting continuous improvement through education and engagement. These functions are central to building public confidence in the integrity and capability of local government across the State.

Role Overview

This position supports the implementation of proactive compliance and monitoring programs that promote sound governance across the local government sector. The role undertakes research, information coordination, and sector engagement to support early identification of non-compliance and contribute to the Inspector's broader regulatory objectives. Working under general direction, the position assists with the collection and review of compliance information and report monitoring, supports the preparation of reports and tools, and liaises with local government stakeholders to support consistent understanding of legislative requirements.

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:

- Supports the delivery of compliance and monitoring activities by coordinating the collection, review, and quality assurance of sector data and submissions.
- Assists in the preparation of checklists, templates, summary reports and briefing materials to support compliance assessments and reporting.
- Liaises with local governments to clarify data or document submissions and to support sector understanding of compliance requirements and timelines.
- Undertake travel for business needs, as required.
- Works collaboratively with compliance, legal, engagement and policy teams to ensure consistency and alignment of advice and materials.
- Contributes to the review and continuous improvement of operational processes and documentation relating to compliance coordination.
- Assists in the preparation and delivery of internal and external communications, guidance materials and reporting tools.
- Under relevant legislation, performs statutory functions and exercises delegated statutory powers.
- Supports the coordination of administrative activities related to the appointment and documentation of local government monitors.
- Maintains accurate records and registers related to monitoring activities, including the Annual Compliance Audit Return process and assists with other financial compliance activities.

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:

- Proven understanding of compliance, regulatory, governance or policy programs in a public sector or local government context.
- Well-developed organisational and coordination skills, with the ability to manage multiple tasks, maintain accurate records, and meet deadlines.
- Demonstrated ability to collect, review and summarise data or documentation with attention to detail and accuracy.
- Well-developed verbal and written communication skills, with experience preparing basic reports, summaries, and correspondence.
- Demonstrated ability to interpret and apply legislation, guidelines or compliance procedures in a public sector or regulatory setting.
- Strong interpersonal skills, with the ability to liaise effectively with internal teams and external stakeholders in a professional and courteous manner.
- Applied knowledge of local government legislation and/or operations would be an advantage.

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 regularly seek feedback on your performance and practices from your manager and peers, and respond appropriately.
- **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.
- **Build Capability** - You are approachable and receptive to all members of your team.
- **Deliver on High Leverage Areas** - You reschedule and reprioritise your work on a daily basis with guidance if necessary to reflect changes in your team environment.
- **Dynamically Sense The Environment** - You adjust priorities and pace with guidance when necessary to ensure you contribute to delivering value for your team.
- **Think Through Complexity** - You think through complexity by following set procedures and applying your knowledge, skills and experience to identify problems as they arise.
- **Lead Collectively** - You complete your work to a high standard and ensure information is accurate.

This position reports to:

Manager Compliance and Monitoring

Position No: GRS16818 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:

- Nationally Coordinated Criminal History Check
- Current Western Australian C or C-A class drivers licence or equivalent

Approved Date

01-DEC-2025

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