



## Team Leader Operational Compliance

<b>Branch:</b>	Compliance
<b>Directorate:</b>	Marine Safety
<b>Position Number:</b>	00014143
<b>Classification:</b>	Level 5
<b>Physical Location:</b>	Capo D'Orlando Drive, Fremantle
<b>Award/Agreement:</b>	Public Service Award & Public Service and Government Officers General Agreement

Department of Transport is a progressive organisation with the vision to be recognised as a leader in providing world-class transport services and solutions. The Department's main focus is to provide a safe, accessible, sustainable and efficient transport services and systems that promote economic prosperity and enhance the lifestyles of all West Australians.

The Department forms part of the Transport portfolio, also comprising of Main Roads WA and the Public Transport Authority.

### Our Values:

We welcome [\*Fresh Thinking\*](#) and finding better ways of working

We set [\*Clear Direction\*](#) and have the courage to follow through

We work together to deliver [\*Excellent Service\*](#)

We make things happen through our [\*Great People\*](#)

Department of Transport (DoT) is an equal opportunity employer and embraces diversity as we believe the best services come from a workplace in which varied viewpoints are welcomed and encouraged.

## Overview of Directorate

The purpose of Marine Safety is to facilitate the safe and sustainable use of navigable waters to promote economic prosperity and enhance the lifestyle of West Australians. The vision of Marine Safety is to be recognised for leadership and excellence in the field of marine safety and in the delivery of related services and solutions.



## Overall Purpose of the Role

- As part of the Waterways Safety Management Leadership Team the Team Leader Operational Compliance provides coordination and leadership for the operational requirements of the Compliance and Investigations Branch.

## Work Description

### STRATEGIC MANAGEMENT

- Participates in the business planning process and translates business plans into clearly articulated work plans.
- Understands customer needs and wants and maintains customer service standards.
- Prioritises and allocates available resources.

### RELATIONSHIP MANAGEMENT

- Develops and maintains relationships based on cooperation, respect and trust.
- Practices open two way communications with employees, colleagues and stakeholders.
- Demonstrates a genuine commitment to, and models, the Department's Values and openly addresses conflict situations.

### PARTICIPATIVE PEOPLE MANAGEMENT

- Involves others in problem solving and decision making.
- Sets clear role expectations and provides feedback on performance.
- Understands what motivates different individuals and takes a coaching approach to their development.

### RESULTS MANAGEMENT

- Actively involves the team in setting realistic and challenging goals.
- Manages competing demands of time, cost, risk and quality.
- Delivers outcomes within agreed parameters, e.g., time, cost and quality.

### INNOVATION AND IMPROVEMENT

- Continually seeks to improve product and service delivery.
- Empowers the team to think innovatively and developing creative solutions.
- Positively participates in implementing organisational change.

### ROLE SPECIFIC

- Provides compliance officer recruitment, training, induction and assessment, mentoring and coaching; this can relate to both internal and external officers as required.
- Coordinates the control and command functions of large scale and high profile aquatic events including being nominated media spokesperson and Officer in Command for these events as required.



- Manages the annual budget and tender requirements for the state wide Patrol Vessel replacement program.
- Oversees the preparation and publishing of work and leave rosters; and schedules patrols to accord with operational requirements and joint service initiatives.
- Oversees the state-wide marine safety signage requirements.
- Oversees the requisitioning of equipment, consumables and services required by the branch and ensures that these are initiated and processed according to government policies including the use of Government purchasing cards by Safety and Compliance Officers.
- Manages the tender processes and private enterprise contracts for the provision of goods and services relating to Patrol Vessels, vehicles, trailers and associated equipment and all specific and related maintenance requirements.
- Provides advice to all compliance officers and other internal and external officers and comments on legislative and policy amendments and creation as required.
- Acts as a key regional and other program partner liaison including attending regional locations for support and operational assistance as required.
- Attends meetings, workshops and forums and acts as a key Departmental representative and stakeholder liaison from a compliance and enforcement perspective and as required.
- Commands Departmental Patrol Vessels commensurate with qualifications held, conducts mobile patrols and monitors compliance with and enforces the provisions of all relevant Marine Safety legislation.
- 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:

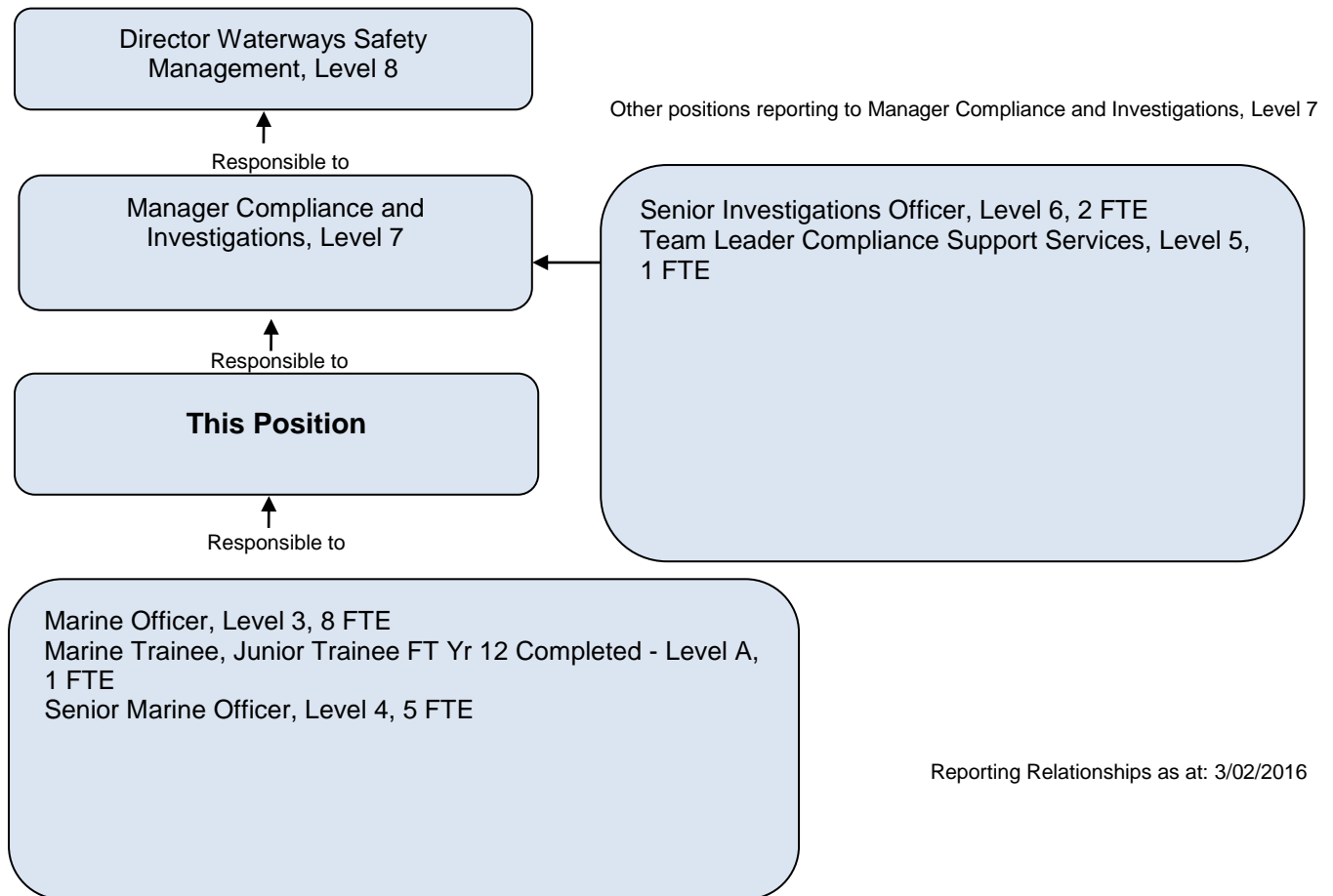
1. Certificate of Competency (minimum unrestricted Coxswain or equivalent qualification under the Australian Maritime Safety Authority National System).
2. Substantial knowledge of Western Australian recreational boating, commercial marine charter industries and relevant legislation.
3. Proven ability to plan and coordinate marine compliance and education operations.
4. Substantial experience in coordinating control and command functions for large scale aquatic events.
5. Experience in budget and contract management including design specifications for small, high speed commercial patrol vessels.
6. Well-developed verbal, written and interpersonal communication skills, including the ability to liaise, negotiate and interact with a variety of internal and external stakeholders.
7. Demonstrated leadership skills with an ability to maintain a work environment that motivates, develops and utilises the diverse talents of people.

#### DESIRABLE:

Nil



## Reporting Relationships



## Allowances/Special Conditions

- A current national police clearance incorporating criminal and traffic convictions and infringements is required for this position.
- A current Western Australian marine offence history check is required for this position.
- A current valid Western Australian C class motor vehicle driver's license or equivalent is required for this position.
- Uniforms are provided.
- Required to work weekends and public holidays.
- Required to work as a part of the Investigations on call Pager Service.
- May be required to work shifts at any location within the State.
- Departmental vehicles and vessels, personal computer and other specialised equipment.

## Certification

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

**Executive Director  
People and Organisational Development**