**POSITION DETAILS**

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| **TITLE:**  | Compliance Officer |
| **CLASSIFICATION:** | Level 5 |
| **INDUSTRIAL AGREEMENT:** | PSGOGA  |
| **POSITION NUMBER:** | 18332 |
| **DIVISION:** | Heritage  |
| **LOCATION:** | East Perth |
| **EFFECTIVE DATE:**  | October 2016 |

**REPORTING RELATIONSHIPS:**

**This position** reports to: 18331 – Senior Compliance Officer – Level 6

Direct Reports to **This Position: 0**

**ROLE AND RESPONSIBILITIES:**

**The Purpose or prime function of this position is:**

The Compliance Unit will manage compliance against the *Aboriginal Heritage Act 1972 (AHA), Aboriginal Affairs Planning Authority Act 1972 (AAPA)* and relevant binding legislation and instigates prosecutions where investigations have identified defined breaches of the Acts.

The Unit is innovative in terms of its reactive and proactive capability and aims to be a national leader in terms of Aboriginal heritage protection from a compliance and enforcement perspective.

The Compliance Officer’s responsibilities will include managing breach allegations, undertaking investigation/information-gathering, assessment and follow-up action. This position also manages the section18 ‘report-back’ process and conducts data-analysis on information received.

**Key activities include:**

**Compliance and Investigation**

* Actions the SCU response to allegations, reports and complaints.
* Manages compliance with S18 conditions and conducts analysis of S18 ‘report-backs’.
* Conducts compliance investigations, research, relevant information-gathering and coordinates the investigative activity relating to breaches of the AHA and AAPA.
* Coordinates staff undertaking preliminary investigation aimed at determining incident cause and culpability through objective and impartial collection and processing of evidence.
* Ensures subjects of inquiries/investigation are investigated in accordance with best practice and obtains expert evidence from specialist witnesses where applicable.
* Provides evidence-based advice and prepares timely and comprehensive reports, briefing papers and correspondence.
* Prepares written submissions, briefs of evidence and recommendations of a high standard as required by criminal and civil courts and represents DAA in formal settings.
* Manages the SCU Information Case Management System
* Develops and presents training on compliance, investigation and enforcement matters at appropriate training courses.

**Data Analysis and Systems Development**

* Evaluates, maintains and reports statistical information and performance measures relating to the effectiveness of compliance activities, strategies and programs. Collates and analyses data in order to determine field-audit, investigative requirements and trends.
* Identifies, develops and implements systems and processes to optimise the efficiency and effectiveness of compliance activities and makes recommendations for legislative reform.

**Consultation and Stakeholder Relationships**

* Provides advice, information and regular liaison with government agencies, local government bodies, industry and community regarding compliance with relevant legislation.
* Develops and maintains partnerships and relationships across the Department, with other government agencies, the community and with industry.
* Develops sound working relationships with peers and colleagues to create an environment in which teamwork, continuous improvement and innovation are actively encouraged.
* Contributes to own professional development through establishing and maintaining broad networks with other professionals and stakeholders as well as maintaining up to date knowledge of current standards and trends in compliance, investigation, heritage management, protection and enforcement.
* Undertakes additional responsibilities and projects as directed.

**JOB RELATED REQUIREMENTS:**

The overall experience, skills and capability requirements within the context of the position:

Through your CV and Cover Letter we will be looking for:

**(Please note, not in order of priority)**

Demonstrated ability to conduct sensitive and complex reviews and prepare professional reports.

Highly developed communication and interpersonal skills including the ability to liaise effectively with internal and external stakeholders to achieve positive outcomes, as well as good negotiation and conflict resolution skills.

Well-developed ability to plan, organise and prioritise workloads to meet agreed deadlines.

Highly developed conceptual and analytical skills, including the ability to be innovative in providing solutions to problems.

**Desirable**

Aboriginal Australian **YES NO**

**Special Equipment/Requirements**:

Current Class ‘C’ WA Drivers licence.

Required to travel (often at short notice) intra-state to conduct field-audits, consultations and/or conduct investigations.

**Substantive Equality**

The Department of Aboriginal Affairs is committed to ensuring that Aboriginal Western Australians live long, healthy and fulfilling lives. The Department recognises and values Aboriginal Land, Heritage and Culture and supports Aboriginal people in their needs and aspirations to share equally in the benefits of Western Australian society and economy.

**Registered:**

**Human Resources Officer:** C. Thorson

**Date:** October 2016