



Job Description Form

Classification evaluation date: **December 2016** Current version date: **December 2016**

20165111, Senior Compliance Officer (Animal Welfare)

Position details

Classification / Level: Level 5

Award agreement: PSGOGA

Organisational unit: Biosecurity and Regulation

Physical location: Broome

Reporting relationships

Number of position(s) reporting to this position: Nil

Supervisor

Position number: 20115078

Position title: Principal Compliance Officer

Classification / Level: Level 6

Key work description

This section provides a brief summary of the key functions of the position

Takes a lead role in Livestock Compliance Unit Inspectorate activities and enforce relevant legislation. Liaises with other organisations, agencies and the community on animal welfare and livestock identification and movement enforcement. Develops and implements appropriate compliance and enforcement strategies and undertakes livestock inspection activities.

Organisational context

The Department of Agriculture and Food leads the economic development of the agriculture and food sector in Western Australia.

We support the success of our state's agrifood businesses through services and partnerships that help drive the growth and transformation of industries. We also safeguard our state's precious natural resources.

We are a dynamic organisation with a strong focus on innovation and collaboration. Our strategic links with businesses and government organisations in WA, Australia and

overseas allow us to create value and opportunities across supply chains, including through improved markets and trade.

Our state-wide network of dedicated and talented staff work professionally and with integrity. We listen to and support our clients and partners to help deliver meaningful results to industry, government and the community.

Work description

This section outlines the results and outcomes required.

Role Specific

- Leads small teams of Compliance Inspectors in the management of the operation of the Livestock Compliance Unit Inspectorate in accordance with relevant legislation and corporate objectives and policies.
- Liaises with industry, Government and the community on matters relating to compliance and enforcement of the relevant legislation and the enhancement of animal welfare in Western Australia.
- Undertakes enforcement actions under the relevant legislation, including interpretation and application of the relevant Acts and initiation of proceedings for breaches of the
- Act.
- Monitors and inspects livestock during transportation and at sale yards, feedlots, ports and other places.
- Investigates complaints under the Animal Welfare Act 2002.
- Represents the Department of Agriculture and Food on Committees and at forums, in matters relating to the inspectorate.
- Advises government bodies, industry and interested groups and individuals on animal welfare.
- Maintains accurate records and prepare reports, briefings and correspondence of both technical and non-technical nature.

General

- Applies relevant safety procedures/guidelines and equal opportunity principles to performance of work.
- Applies the guidelines and principles of the Western Australian Public Sector Code of Ethics and our department's Code of Conduct.
- Other duties as required

Work related requirements

This section outlines the mix of pre-employment requirements and competencies required of an individual in this position. The following is to be read in the context of the preceding sections of this document.

Essential Pre-employment Requirements (requirements are verified prior to confirmation of appointment)

Australian citizenship or permanent resident of Australia as defined by the Commonwealth Immigration Act (if not currently held, must be acquired prior to commencement at applicants expense for permanent appointment). For appointment on a casual or fixed term basis a relevant work visa must be held (if not currently held, must be acquired prior

to commencement at applicants expense) if not an Australian citizen or permanent resident of Australia.

Valid and current Western Australian C (car) class motor drivers licence, or equivalent is required for identified positions (if not currently held, must be acquired prior to commencement at applicants expense).

An acceptable National Police Certificate (police clearance), or equivalent may be required for identified positions (if not currently held, must be acquired prior to commencement at applicants expense).

Core Essential Criteria

1. Ability to monitor and inspect livestock through the demonstrated knowledge of and experience in livestock production, identification and transport and animal welfare issues.
2. Highly developed workplace communication skills (including but not restricted to good oral and written communication skills, ability to negotiate, facilitation skills, ability to develop and maintain relationships and networks, teamwork skills, high level of interpersonal skills).
3. Proven ability to maintain accurate records and prepare reports, briefings and correspondence of both technical and non-technical nature.
4. Relevant experience in interpreting and applying relevant Commonwealth and Western Australian legislation, codes of practice and standards.

Desirable Criteria

1. Preference will be given to applicants with qualifications in an approved discipline relevant to Animal Welfare, Regulatory and inspectorate duties.

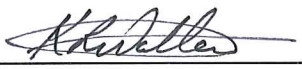
Note: Consideration may be given to your alignment to the value sets and needs of our department, workgroup, customer and community.

Special equipment/requirements

Personal computer and relevant software

Certification

JDF REGISTERED:

Signature: 
Director
People Strategy and Operations
Date: 