



Job Description

Position Title:	Relieving Tenure Officer	Classification:	Level 4
Position Number:	MIS18083	Location:	Mineral House - East Perth
Division/Group:	Resource and Environmental Regulation	Supervises:	0
Branch/Section:	Resource Tenure	Reports to:	General Manager Resource Tenure

Operational Context

Within the Resource and Environment Regulation Group the Resource Tenure Division is responsible for administering the granting of tenure for resource exploration and production, and facilitates access to land for resource activities, and to prevent the sterilisation of resources.

Role Overview

The Relieving Tenure Officer is a position within the Aboriginal Employment Program (AEP). This position performs the role of Tenure Officer in Head Office and Mining Registrar in Outstation Offices as required. This includes dealing with applications for mining tenements, dealings and other applications under the Mining Act 1978 and other acts relating to mineral tenure and determines these applications under delegated authority from the Minister. As part of the AEP, this officer will have the opportunity to undertake a rotation in a different team within the division to further develop their knowledge, skills and networks.

Role Responsibilities

(The following outlines the key responsibilities and duties related to this position)

- Performs the roles of Tenure Officer and relieves as Mining Registrar in regional locations as required.
- Provides services in relation to other government agencies whilst reliving as the Mining Registrar in regional locations.
- Processes mining tenement applications and other applications under the Mining Act 1978 (Mining Act) and various State Agreement Acts.
- Prepares recommendation minutes to the Minister for determination of various applications under the Mining Act and State Agreement Acts.
- Grants mining tenements and other applications under the Mining Act and under the delegated authority from the Minister.
- Processes and registers dealings under the Mining Act under delegated authority from the Minister and maintains tenement and dealings information databases.
- Responds to mining industry enquiries on matters relating to mining tenure registration functions.

Corporate Responsibilities

(The following outlines departmental responsibilities)

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Performs other duties as directed.
- Take 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 provisions of the Occupational Safety and Health Act 1984.

What is required in this role?

(The following outlines what experience and qualifications are required to fulfil this role)

This position is part of the Aboriginal Employment Program (AEP) and is aligned to our Aboriginal Employment Strategy

and Reconciliation Action Plan (RAP). This program is a diversity initiative to increase the workforce representation of Aboriginal and Torres Strait Islander people at DMIRS.

- Confirmation of Aboriginality.
- Demonstrated ability to interpret and apply legislation.
- Demonstrated ability or experience to deal with complex issues arising from the processes of applications.

Capabilities Required

(The following outlines the behaviours required to be demonstrated to perform this role)

- Takes responsibility for completion of work and seeks guidance when required; identifies risks and takes initiative to progress work when required.
- Shares information with own team, seeks input from others, contributes to team discussions and ensures others are kept informed.
- Adheres to the Code of Conduct, acts with integrity and behaves in an honest, professional and ethical way.
- Draws on information from a range of sources, uses common sense to analyse what information is important.
- Demonstrated ability to accurately produce a range of business documents such as policies, procedures, briefings and reports.

What are the Job reporting relationships?

This position reports to: General Manager Resource Tenure
Supervisor Position No: MPR03001 Classification: L8

Positions reporting to this Job:

This position has no direct reports

What are the pre-employment requirements for this Job?

- 'C' Class Drivers Licence
- This position has been identified with a potential for Conflict of Interest
- National Police Clearance

Approved Date

28-SEP-2018