



Job Description

Position Title:	Warden's Tenure Officer	Classification:	Level 4
Position Number:	MIS18084	Location:	R-Kalgoorlie
Division/Group:	Resource and Environmental Regulation	Supervises:	0
Branch/Section:	Resource Tenure	Reports to:	Regional Mining Registrar

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 Warden's Tenure Officer is a position within the Aboriginal Employment Program (AEP). This role provides an administrative service in the organisation and management of all functions of the Mining Warden, and processes mining tenement applications and other applications under the Mining Act 1978 (Mining Act) and various State Agreement Acts. 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)

- Provides an administrative service in the organisation and management of all functions of the Mining Warden.
- 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 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)

- Confirmation of Aboriginality.
- Understanding of processes and procedures required in conducting court proceedings.
- Demonstrated ability to interpret and apply legislation.
- Demonstrated ability to deal with complex issues arising from the processes of submitting or registering

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.
- Demonstrates effective internal and external stakeholder engagement and communication.
- Demonstrated ability to accurately produce a range of business documents such as policies, procedures, briefing and reports.

What are the Job reporting relationships?

This position reports to: Regional Mining Registrar

Supervisor Position No: 01937388 Classification: L6

Positions reporting to this Job:

This position has no direct reports

What are the pre-employment requirements for this Job?

- 'C' Class Drivers Licence
- National Police Clearance

Approved Date

15-OCT-2018