



JOB DESCRIPTION FORM

Position details

Position Title:	Senior Compliance Officer
Classification / Level:	Level 5
Award/ agreement:	PSGOCSAGA 2017
Position number:	20165111
Directorate:	Biosecurity
Pillar:	Sustainability and Biosecurity
Physical location:	Broome
Date of effect:	22 October 2018

Reporting relationships

This position reports to: 20115078, Principal Compliance Officer, Level 6

Number of positions supervised: Nil

About Us

DPIRD is committed to creating enduring prosperity for Western Australians. We do this through three areas of focus:

Protect - to manage and provide for sustainable use of our natural resources, and to protect our brand and reputation as a reliable producer of premium, clean and safe food, products and services.

Grow - to enable the primary industries sector and regions to increase international competitiveness, grow in value and become a key pillar of the State's economy.

Innovate - to support a culture of innovation and adaptation across primary industries and regions to boost industry transformation, economic growth and employment.

Our values

- We are responsive
- We are resilient
- We focus on results
- We value relationships

Key Responsibilities

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.

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 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 is 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.

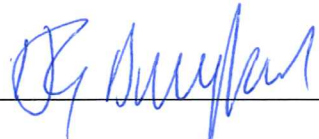
Note: Consideration may be given to your alignment to the value sets and needs of our department, workgroup, customer and community.

Special equipment/requirements

Personal computer and relevant software

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position, and have been approved by the delegated authority.

Signature:  Date: 1 / 11 / 18

Position Title: Deputy Director General