



Department of  
Water and Environmental  
Regulation

## **Position Description**

**Position Title:** Licensing Coordinator

**Classification Level:** Level 5

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**Position Number:** 3111535

**Reports to:** Program Manager, Level 7

**Directorate / Division:** Regional Delivery/Regulatory Capability

**Supervises:** Nil

**Branch / Section:** Regulatory Integration and Innovation /  
Regulatory Coordination

**Location:** Joondalup

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### **Role summary**

This position is responsible for the preparation, validation and provision of regulatory approvals data and information, including routine and ad hoc performance reporting across the Department's regulatory functions. This position also contributes to the scoping, development, implementation and enhancement of contemporary regulatory systems and processes.

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### **Responsible for**

- The collection, validation and provision of integrated regulatory performance information.
- The scoping, development, implementation and enhancement of new regulatory systems and processes.
- The review of regulatory data capture, storage and reporting procedures, with a view identifying opportunities for improvement.
- Undertaking additional duties within the skill and scope of position capabilities and departmental needs.

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### **Work related requirements**

The following is to be read in the context of the preceding sections of this document.

#### Essential

1. Ability to understand and apply legislation and policy to support government and organisational objectives.
  2. Ability to conceptualise, analyse and evaluate information to develop practical solutions and make informed decisions.
  3. Ability to communicate effectively with internal and external stakeholders including the ability to gain consensus and commitment from others and resolve issues and conflict.
  4. Ability to deliver products and services to the required standards within the required timeframes.
  5. Ability to work effectively with a diverse team of professionals, manage and develop self, and champion change.
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## **Our Values**



Our values underpin everything we do, they guide the way we conduct our work, how we engage with each other and deliver services to our customers. The ability to demonstrate how you will apply our values is important to us.

## **Special Equipment/Requirements**

Nil

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## **Position Certification**

The details contained in this document are an accurate statement of the position's responsibilities and requirements.