



Department of
Water and Environmental
Regulation

Position Description

Position Title: Compliance Officer

Classification Level: 4

Position Number: 3096425

Reports to: Senior Manager Waste Operations Level 8

Directorate / Division: Compliance and Enforcement

Supervises: Nil

Branch / Section: Waste Operations Branch

Location: Joondalup

Role summary

Under the supervision and guidance of senior officers, the Compliance Officer contributes to achieving waste sector compliance within jurisdictions of legislation administered by the Department of Water and Environmental Regulation which includes; the *Environmental Protection Act 1986*, *Contaminated Sites Act 2003* and *Waste Avoidance and Resource Recovery Act 2007*, and identifying potential breaches.

The Compliance Officer engages with the waste sector through site inspections and monitoring of reporting requirements, ensures licensees are aware of and complying with their statutory obligations.

Responsible for

- Undertaking a variety of waste sector regulation activities.
- Providing information to, and obtaining information from the waste sector.
- Developing practical solutions to challenges within waste sector regulation.
- Collecting and analysing information and providing recommendations.
- Liaising and consulting with internal and external stakeholders to build and maintain collaborative working relationships to achieve positive outcomes.
- Providing technical and process advice both in written and oral formats and preparing correspondence and reports.
- Undertaking differing tasks under limited instruction.
- Administration and computer based tasks where delegated.
- Process development and contributing to the preparation and implementation of compliance plans.
- Working in a safe manner and maintains awareness of safety issues in a work environment.
- Contributing to the overall achievement of the Waste Operations Branch.
- Undertaking personal development activities to increase and develop knowledge of the waste sector, its methods, trends and directions.

Work related requirements

Essential

1. Proven analytical and conceptual ability including the ability to develop practical solutions to problems.
2. Demonstrated good level of written, oral and interpersonal skills including the ability to present ideas.
3. Experience in using computers to prepare reports and analyse information.
4. Ability to collect, prepare, collate, analyse and organise information.
5. Ability to understand and apply legislation and policy to support government and organisational objectives.

Desirable

6. Waste sector knowledge and/or experience.

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

1. Satisfactory National Police Clearance
2. Current Class C Driver's License.

Position Certification

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