

Position Description

Position Title: Senior Compliance Officer

Classification Level: Level 5

Position Number: 100541 and 100542

Reports to: Manager Compliance, Level 7

Directorate / Division: Compliance and Enforcement

Supervises: Nil

Branch / Section: Environmental Compliance

Location: Joondalup

Role summary

The Senior Compliance Officer is primarily responsible for implementing the approved environmental compliance inspection program across all of Western Australia. Part of this program may involve enforcement of the *Environmental Protection Act 1986* and other associated regulations in accordance with the Department's *Compliance and Enforcement Policy*.

The Senior Compliance Officer will be required to work together with all Divisions to resolve complex and technical issues. The role will also be involved in the development of the environmental compliance capability.

Responsibilities:

KEY WORK DESCRIPTION

At an **intermediate** level with **demonstrated** experience, accountable for contributing to:

- Delivering the prescribed premises compliance program across the state.
 - Maintaining a high level of knowledge and expertise in relation to the management of compliance activities related to the *Environmental Protection Act 1986* (and associates acts and regulations).
 - Representing the Department at national, state and local level on committees, or industry forums as required in an appropriate and informed matter.
 - Clarifying and resolving complex and contentious problems through analysing information, considering operations, developing practical solutions, discussion with others, leading meetings and using discretion in relation to sensitive issues, including the management of projects, project teams and contractors.
 - Leading and managing strategic compliance projects to efficiently and effectively deliver results that support the objectives of the Department; including planning, developing, implementing, monitoring and evaluating relevant programs and projects.
 - Liaising, consulting and negotiating with internal and external stakeholders to build and maintain collaborative working relationships to achieve expected outcomes on contentious or priority matters.
 - Overseeing the maintenance of records in accordance with legislation, policy and guidelines; including the assessment of information, actions and decisions.
 - Preparing and/or guiding the preparation of reports, correspondence, ministerial replies, responses to parliamentary questions, briefing papers and speech notes as required.
 - The preparation of statutory instruments and reports to ensure compliance and professionalism.
 - Maintaining a strong grasp of matters, and team capability, to anticipate and respond to issues.
 - Identifying learning opportunities for team members.
 - Other duties as required.
-

Work related requirements

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 provide Executive with expert advice including options and recommendations.
5. Ability to deliver products and services to the required standards within the required timeframes.
6. Availability and willingness to travel to remote locations for up to 5 days at a time.

Desirable

7. Certificate IV in Government Investigations (Regulatory Compliance), investigative or compliance experience, or willingness to undertake training in this field.

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

Current "C" class motor vehicle driver's licence.

Position Certification

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