



Job Description

Position Title:	<i>Tenure Officer</i>	Classification:	<i>Level 4</i>
Position Number:	<i>MIS19058</i>	Location:	<i>Mineral House - East Perth</i>
Division/Group:	<i>Resource and Environmental Regulation</i>	Supervises:	<i>0</i>
Branch/Section:	<i>Resource Tenure</i>	Reports to:	<i>Team Leader</i>

Operational Context

Within the Resource and Environmental 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

This position is part of the Aboriginal Employment Program (AEP). This role deals with applications for mining petroleum tenures, dealings and other applications under relevant mining and petroleum legislation and other Acts relating to mineral and petroleum titles and determines these applications under delegated authority from the Minister.

Role Responsibilities

(The following outlines the key responsibilities and duties related to this position)

- Processes mining and petroleum titles applications and other applications under relevant mining and petroleum legislations and various State Agreement Acts.
- Prepares recommendation minutes to the Hon Minister for Mines for determination of various applications under the Mining Act and State Agreement Acts.
- Grants mining petroleum titles and other applications under mining and petroleum legislations under delegated authority from the Minister.
- Processes and registers dealings under mining and petroleum legislations under delegated authority from the Minister and maintains tenement/titles and dealings information databases.

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.
- Takes 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)

This position is part of the Aboriginal Employment Program (AEP) and is aligned to our Aboriginal Employment Strategy and Diversity and Inclusion Plan. This program is a diversity initiative to increase the workforce representation of Aboriginal and Torres Strait Islander people at DMIRS.

- Confirmation of Aboriginality.
- Demonstrated knowledge or experience in registration procedures
- Demonstrated ability to understand and administer legislation.
- Demonstrated ability or experience to research and analyse issues and provide advice clearly verbally and in

writing to internal and external stakeholders.

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.
- Presents messages clearly and succinctly orally and in writing.
- Anticipates issues that could impact on tasks; identifies risks and uncertainties in procedures and tasks.

What are the Job reporting relationships?

This position reports to: Team Leader

Supervisor Position No: MP130012

Classification: L6

Positions reporting to this Job:

This position has no direct reports

What are the pre-employment requirements for this Job?

- This position has been identified with a potential for Conflict of Interest
- National Police Clearance

Approved Date

18-OCT-2019