

## **Position Description**

**Position Title:** *Program Coordinator – Compliance*

**Classification Level:** 6

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**Position Number:** 100568 & 100569

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

**Directorate / Division:** *Compliance and Enforcement*

**Supervises:** *Various (No. of FTE)*

**Branch / Section:** *Environmental Compliance*

**Location:** *Joondalup*

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### **Role summary**

The Program Manager – Compliance provides management oversight over the annual state-wide compliance program for Prescribed Premises. The key responsibilities include to managing a small team of compliance officers to safely deliver the inspection program and other key initiatives of the compliance division. 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.

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### **Responsible for**

- Plan, develop and implement the annual Prescribed Premises compliance program.
  - Contribute to the achievement of the Compliance and Enforcement Division's key performance indicators.
  - Provide line management, leadership and direction to resolve environmental compliance issues.
  - Ensure outcomes are delivered in line with the Department's Compliance and Enforcement Policy.
  - Ensure that the safety, development and welfare of employees is consistent with statutory and corporate requirements.
  - Manage staff, financial and other resources in accordance with the *Financial Administration & Audit Act 1985 (FAAA)* and corporate policies and processes.
  - Represent the Department at national, state and local level on committees, or industry forums as required in an appropriate and informed matter.
  - Prepare and/or guiding the preparation of reports, correspondence, ministerial replies, responses to parliamentary questions, briefing papers and speech notes as required.
  - Manage relationships both within and external to the Division.
  - Develop and maintain broad networks and relationships with stakeholders.
  - Maintain up to date knowledge of current standards and trends in compliance and enforcement.
  - Apply the guidelines and principles of the Western Australian Public Sector Code of Ethics and the Department's Code of Conduct within a framework of high ethical standards and behaviour.
  - Perform duties in accordance with departmental policies, procedures and relevant public sector legislation, including exercising given delegations.
  - Apply relevant safety procedures / guidelines and equal opportunity principles to performance of work.
  - Create a work environment that is consistent with the Department's vision, mission and values.
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## **Work related requirements**

### Essential

1. Ability to manage audits/inspections/investigations in a complex compliance environment.
  - Experience in planning, managing and implementing complex and sensitive audits/inspections programs.
  - Possess ability to conduct research, critically analyse information, and make sound and considered judgments.
2. Ability to achieve results in demanding and uncertain circumstances.
  - Takes responsibility for managing projects/programs to achieve results.
  - Delivering high quality analysis for complex matters, including the ability to make decisions under uncertainty.
  - Possess ability to interpret legislation, policies, procedures and guidelines, and research law applicable to the delivery of reports.
3. Ability to communicate, build and maintain key relationships.
  - Possess effective workplace communication skills (this may include but not be restricted to well organised and written reports; ability to develop and sustain effective stakeholder and colleague relationships; interpersonal skills; negotiation skills; facilitation skills; consultative skills; and investigatory skills).
  - Ability to demonstrate a values-based approach in the workplace.
  - Works with staff to identify development areas, encourages development activities and shares information with team.
4. Ability to provide quality advice on complex matters.
  - Critically analyse information associated with contentious issues, in a compliance environment; ability to show judgment in support of organisational priorities.
  - Ability to be responsive and deliver solutions to problems, using conceptual and analytical skills, within tight timeframes.
5. Tertiary qualification in science, environment, engineering, or an approved equivalent qualification.

### **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 Drivers licence.

### **Position Certification**

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