



Environmental Compliance Engagement and Support Officer - Level 5 (MIS23188)

Group:	Resource and Environmental Regulation	Location:	Mineral House - East Perth
Division/Directorate:	Resource and Environmental Compliance	Supervises:	0
Branch:	Mining Environmental Compliance	Reports to:	Team Leader Compliance and Enforcement
Section:	Minerals		

Operational Context

Within the Resource and Environmental Regulation Group, the Resource and Environmental Compliance Division is responsible for the management of compliance and enforcement activities across the resource sector, including the provision of resource and environmental approvals and compliance.

Role Overview

This position engages with key stakeholders and coordinates the development of a program to enable members of the public, particularly Aboriginal communities, to provide compliance feedback on mineral industry activities around their communities.

Role Responsibilities

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

- Contributes to the development of effective processes to enable the department to easily receive and process compliance information from the public.
- Develops, prepares and delivers presentations and compliance information training associated with mineral industry activities to Aboriginal organisations and communities.
- Assist with administration of environmental compliance processes and data.
- With support, respond to enquiries from indigenous Aboriginal organisations and community members about exploration related compliance matters.
- Works in a culturally responsive and context specific manner to productively and respectfully engage with stakeholders about the regulation of mining activities in WA.
- Undertake occasional travel, work in remote areas and occasionally work outside normal business hours as required.

Corporate Responsibilities

The following outlines departmental responsibilities:

- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- 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 applicable work health and safety laws.
- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Performs other duties as directed.

Role Specific Requirements

The following outlines what experience and qualifications are required to undertake this role:

- Demonstrated high standard of communication and interpersonal skills including the ability to maintain networks and engage key stakeholders.
- Demonstrated ability to assist in delivering training packages
- Proficient in the use of Microsoft products such as word, outlook and excel

Capabilities Required

The following outlines the behaviours required to be demonstrated to perform this role:

- Commits to meeting objectives, identifies and implements appropriate risk strategies and follows up to finalise work.
- Consults and shares information with team and seeks input from others, 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 confidently and selects the appropriate medium for conveying information to the audience's level of knowledge, skill and experience.
- Demonstrates flexibility and copes with day-to-day changes in priorities.

This position reports to:

Team Leader Compliance and Enforcement
Position No: MIS21145 Classification: SCL4

Positions reporting to this Role:

This position has no direct reports

Position Conditions:

The following outlines pre-employment assessments and ongoing conditions and requirements:

- National Police Check
- Current Western Australian C or C-A class drivers licence or equivalent
- High integrity required for conflicts of interest

Approved Date

07-NOV-2023