



## REGULATION AND COMPLIANCE OFFICER

Position Number: 006281 Level: 5

ANZSCO: 224999

### JOB DESCRIPTION FORM

#### THE ROLE

The Regulation and Compliance Officer assists in developing procedures and processes relating to the Department's regulatory and compliance function. This includes a variety of functions along with the planning, scheduling, and implementing review procedures for the Department's internal compliance requirements.

#### REPORTING RELATIONSHIPS

##### ORG STRUCTURE:

Strategy & Emergency Management  
Legal Policy and Compliance  
Regulations and Compliance

##### THIS ROLE REPORTS TO

Manager Regulation and Compliance (006350) Level: 7

##### POSITIONS THAT REPORT TO THIS ROLE

Nil

#### POSITION INFORMATION

##### LOCATION:

Cockburn

##### SPECIAL CONDITIONS:

The Department is an emergency services organisation and all employees may be required to work business hours or outside of normal business hours to assist with emergencies.

## SPECIFIC RESPONSIBILITIES

*DFES is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for its employees, customers and volunteers. All duties are to be performed in a manner and behaviour consistent with EEO legislation and Occupational Safety and Health legislation along with the Department's Code of Conduct and Policies/Procedures and other relevant legislation.*

- Analyses, interprets and provide advice on legislation relating to DFES' Regulatory and Compliance Function.
- Using project management methodology, assists with or undertakes project work in relation to the outcomes of the Regulation and Compliance Branch identifies problems, analyses issues and proposes solutions with a customer focused approach.
- Liaises with and builds working relationships with high level internal and external stakeholders, providing advice and negotiating to achieve legislated outcomes through a collaborative approach.
- Provides input and support in the Branch's policy and process management, including development, implementation and maintenance.
- Actively promotes awareness of compliance requirements both internal and external to the agency.
- Undertakes a range of compliance audits and investigations.
- Assists in preparation for prosecution briefs, including information and evidence gathering, drafting witness statements, and preparation of other relevant documentation.
- Assists in prosecution matters in courts, tribunals and other relevant jurisdictions.
- Provides systems administration for the Regulation and Compliance Branch.
- Monitors and develops reports for the Directorate on compliance and investigation matters.
- Assists the Branch in planning, scheduling and implementing a review mechanism for the progress of corporate compliance requirements.

### **Other**

- Reporting all health and safety hazards, near misses and injuries.
- Actively participate in managing risk and resolving health and safety issues and promoting a safe place of work.
- Undertake other duties as required.

## SELECTION CRITERIA

*Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.*

### ESSENTIAL CRITERIA

1. Proven ability in researching and interpreting legislation and policies and providing advice to stakeholders to ensure compliance.
2. Strong interpersonal and communication skills, including the ability to influence and negotiate effectively with a wide range of stakeholders.
3. Demonstrated ability to write reports and develop a variety of documents
4. Proven conceptual, analytical and problem solving skills.
5. Demonstrated knowledge and/or experience in undertaking audits, reviews or investigations.

### CERTIFICATION

Version	Description	Approval Date	Registered Date	Registered by
Vs 1.0	Created and classified	4 February 2013	4 February 2013	Kate Williams-Coomer
Vs 2.0	JDF update	23 April 2019	23 April 2019	Sue Eccles
Vs 3.0	JDF template update	30 August 2022	30 August 2022	Andrea Dawson