## POSITION DETAILS

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| Position Title | Position Number |
| Manager Liquor Control & Arbitration | 13905 |
| Classification Level | Award/Agreement |
| Level 7 | Public Service Award 1992, or any other prevailing industrial instruments |
| Division/Directorate | Branch/Section |
| Racing Gaming and Liquor | Liquor Control and Arbitration |
| Physical Location | Effective Date  |
| 140 William Street, Perth | 25/05/2020 |
| Employment Type | Employment Status |
| Permanent | Full time |

### REPORTING RELATIONSHIPS

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| --- | --- |
| **Position reports to** | **Positions reporting to this position** |
| 13966 – General Manager Liquor Control and Arbitration – Level 8 | Nil |

### PURPOSE OF THE POSITION

Under relevant legislation, performs statutory functions and exercises delegated statutory powers, in accordance with the DLGSC delegation framework, to determine liquor license applications. Provides support to the General Manager Liquor Control and Arbitration in the referral of more complex applications for determination and other complex liquor licensing matters.

## ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

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| MISSION | VISION | VALUES |
| **To enable dynamic and inclusive communities and support the WA economy through effective regulation and the facilitation of outstanding sporting and cultural experiences and opportunities.** | **Creating a vibrant, inclusive and connected WA community.** | **Customer Focused****Responsive****Respectful****Accountable****Innovative** |

### DLGSC Objectives

* Improve capability and outcomes across the local government, sport and recreation and culture and arts sectors
* Improve participation of culturally and linguistically diverse communities within Government and promote, support and celebrate the State’s cultural diversity
* Contribute to the wellbeing of the community through effective regulation
* Encourage and enable understanding and acknowledgement of Aboriginal history and contemporary society
* Facilitate public engagement with highly valued sporting, cultural and recreational spaces and places.

### DLGSC Approach

We will achieve this by:

* Working collaboratively with the community, all tiers of government and key stakeholders to implement a shared approach to improve community engagement and experience
* Being efficient, effective and responsive through an agile and flexible workforce
* Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
* Contributing to the achievement of whole-of-State Government targets
* Using evidence based information to develop community focused engagement and partnerships

## DUTIES OF THE POSITION

This section outlines the results and outcomes required of an individual in this position.

1. Outcome: Exercises delegated authority
* Under relevant legislation, performs statutory functions and exercises delegated statutory powers to determine liquor licensing applications, in accordance with the DLGSC delegation framework.
* Conducts research to determine applications and to assist the Director of Liquor Licensing in determining more contentious applications and making binding decisions in accordance with the provisions of the *Liquor Control Act 1988* and *Liquor Control Regulations 1989*.
* Examines detailed submissions from opposing counsel, applicants, and other parties summarising key points for consideration.
* Provides authoritative and robust advice to the Director of Liquor Licensing on complex liquor licensing matters and administrative law.
* Conducts proceedings and prepares written decisions which include reasons to support findings and determinations.
1. Outcome: Successful management
* Contributes to system and process improvements within the Administrative Law Branch and the development of policies in support of relevant legislation.

## COMPLIANCE AND LEGISLATIVE KNOWLEDGE

* Comply with the Department’s Code of Conduct, policies and procedures and relevant appropriate legislation; and
* Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

## WORK RELATED REQUIREMENTS

This section outlines the requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

### Essential

1. Role Specific Requirements
* Comprehensive working knowledge of the principles and practices of administrative law
* Demonstrated expertise and sound judgment in applying and interpreting legislation
1. Shapes and Manages Strategy
* Inspires a sense of purpose and direction
* Focuses strategically
* Harnesses information and opportunities
* Shows judgement, intelligence and common sense
1. Achieves Results
* Advanced conceptual and analytical skills. This includes proven ability to generate a range of solutions to complex issues and provide impartial judgment
* Demonstrated ability to manage numerous different and complex matters simultaneously within tight timeframes
* Builds organisational skill and responsiveness
* Marshals professional expertise
* Steers and implements change and deals with uncertainty
* Delivers intended results
1. Builds Productive Relationship
* Proven ability to work both independently and as part of a team and build effective working relationships
* Nurtures internal and external relationships
* Facilitates cooperation and partnerships
* Values individual differences and diversity
* Guides, coaches and develops people
1. Exemplifies personal integrity and self-awareness
* Demonstrates public service professionalism and probity
* Engages with risk and show personal courage
* Commits to action
* Displays resilience
* Demonstrates self-awareness and commitment to personal development
* Ability to understand and operate within the mission, vision and values of the Department
1. Communicates and Influences Effectively
* Communicates clearly, with the ability to confidently explain complex points of law and their implications.
* Listens, understands and adapts to audience
* Negotiates persuasively

### Desirable

1. An understanding of the social, economic and health impact of the irresponsible consumption of liquor.

## ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

### Appointment is subject to:

* 100 point identification check; and
* Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement (within the last 6 months).

### Training:

* Complete induction within three months of commencement;
* Complete Accountable and Ethical Decision Making Training within 6 months; and
* Complete any training specific to the role required by Departmental policy.

## CERTIFICATION

*The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.*

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**Corporate Executive Representative Signature** Date (DD/MM/YYYY)

 *I have read and accept the responsibilities of the Job Description Form.*

*The position’s duties are to be performed in accordance with the Department’s Code of Conduct.*

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**Employee Signature**  Date (DD/MM/YYYY)