# Job Description Form – Manager Wagering and Community Gaming Compliance

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| **Position number:** | 16320 | **Classification:** | Level 7 |
| **Division:** | Racing, Gaming and Liquor | **Branch/section:** | Wagering and Community Gaming Compliance |
| **Reports to:** | 16138 | **Direct reports:** | L4 Inspector x 4 |

## About the Department

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| Mission | Vision | Values |
| To lead the public sector in community – focused delivery with a high performing organisation and thriving workforce. | Western Australia is celebrated as the best place to live in Australia. | Respectful  Accountable  Responsive  Open-minded  Integrity |

## Context

The Racing, Gaming and Liquor team regulates and maintains the integrity of all lawful racing, gambling, and liquor activities in the state by providing guidance for industry to maintain compliance with relevant legislation for the benefit of all Western Australians.

## Position purpose

This position is responsible for leading a team of compliance and enforcement professionals to deliver regulatory activities and actions. These activities include the assessment of applications under relevant legislation, monitoring and investigating non-compliance, delivering enforcement programs and progressing disciplinary and enforcement actions such as orders and notices, prosecutions, and licence suspensions and cancellations. The Manager is responsible for the operational oversight of the teams and the compliance and enforcement program.

## Responsibilities

1. Leadership
   * Provides leadership to the team by driving improvements in regulatory processes and systems and mentoring, advising and directing staff in day-to-day activities
   * Challenges processes and practices to foster an environment that manages risks, is integrity driven and encourages innovation.
2. Compliance and Monitoring, audit and inspection activities
   * Implements existing systems and processes, and develops new processes to maintain and continually improve compliance management.
   * Plans, oversees, and conducts inspections and audits to assess compliance.
   * Provides high level advice to assist formulating and implementing the Regulator’s compliance strategy and reviews and evaluates its impact.
   * Facilitates the sharing of compliance information to identify priorities and inform allocation of resources.
   * Evaluates compliance actions and analyses data to identify trends in compliance risks and provide advice to the leadership team on appropriate risk management strategies.
   * Prepares complex and detailed reports, briefing papers and submissions for review by the General Manager and Executive Director, Deputy Director General and Director General.
   * Drives the delivery of best practice compliance and enforcement within a team of skilled professionals.
3. Decision making
   * Under relevant legislation, performs statutory functions and exercises delegated statutory powers.
   * Contributes to system and process improvements and the development of policies in support of relevant legislation.
   * Provides support to the General Manager with regards to complex matters.
   * Examines detailed submissions from gambling bodies and conducts assessments and evaluations to the General Manager summarising key points for consideration.
   * Provides reports and recommendations to the Gaming & Wagering Commission of WA.
4. Communication and stakeholder engagement
   * Works collaboratively with internal and external stakeholders to ensure the recognition of emerging issues and potential areas of non-compliance requiring further investigation.
   * Engages with industry, promoting education and awareness around legislative compliance.
   * Represents the Department at national, State and local level committees, or industry forums, as required, in an appropriate and informed matter; liaises with internal and external stakeholders to build and maintain collaborative working relationships to achieve expected outcomes on contentious or priority matters.
5. Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
6. Perform any other duties as assigned or necessary to support the objectives of DLGSC.

## Work related requirements

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

### Essential

1. Demonstrated experience in a regulatory and compliance field delivering outcomes.
2. Comprehensive working knowledge of the principles and practices of statutory law relating to compliance and enforcement activities.
3. Demonstrated ability to produce and review a range of high-quality documents including reports, recommendations for action, and compliance and enforcement related briefs.
4. Demonstrated ability to lead and manage resources including human, physical, financial, technical and information, to meet organisational objectives.
5. Demonstrated ability to interpret legislation, policies, procedures and guidelines, and research law applicable to the delivery of compliance audit and inspections, and enforcement.
6. Well-developed verbal and written communication skills, including being able to negotiate persuasively and build influential relationships and represent the Department at a high level.

### Desirable

1. Tertiary qualifications in a relevant discipline such as management, compliance, investigations or regulation.
2. Strong understanding of the gambling industry, and/or the relevant Acts and Regulations.
3. Strong understanding of Australia’s anti-money laundering and counter-terrorism financing (AML/CTF) framework.

## Special conditions

This position will be expected to undertake work outside of normal business hours when operationally required, and undertake regional travel as necessary.

## Pre-employment requirements

All department positions require a current Criminal History Check (National Police Certificate or equivalent) and 100-point Identification Check prior to commencement.

100 point identification check.

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| Registration date | 20 November 2024 |