Job Description Form – Principal Strategic Compliance Officer

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| **Position number:** | 15230 | **Classification:** | Level 6 |
| **Division:** | Racing, Gaming & Liquor Regulation | **Branch/section:** | GWC Compliance  |
| **Reports to:** | 15233 | **Direct reports:** | Nil |

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 AccountableResponsiveOpen-mindedIntegrity |

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

The position supports the DLGSC with the services provided to the Gaming and Wagering Commission (GWC) through policy and project delivery, formulation, implementation and evaluation. This position is responsible for providing authoritative advice, knowledge and specialist expertise to senior management to inform policy development, decision-making processes, strategic planning and project initiatives.

Responsibilities

1. Policy Development and Strategic Advice
	* Provides authoritative strategic advice, knowledge and specialist expertise to senior management and the GWC to inform policy development, decision-making processes, strategic planning and organisational objectives.
	* Prepares discussion papers, briefings, submissions and agenda papers for the GWC
	* Implements management responses to meet GWC, Government objectives and stakeholder requirements.
	* Reviews operations and strategies to ensure they provide maximum effectiveness in compliance and enforcement activities, championing and implementing continuous improvement.
2. Audit, Inspection and Investigation
	* Develops audit and inspection programs and performs periodic reviews of existing programs, with a particular focus on Casino, Wagering and Community Gaming Compliance.
	* Assists in the conduct of investigations and enquiries.
3. Research and Analysis
	* Undertakes research and evaluation of strategic policy and initiatives in consultation with key stakeholders.
	* Prepares comprehensive reports for management and the GWC and make recommendations by interpreting and analysing data.
	* Plans, organises and analyses complex statistical data/information and presents reports appropriate to a range of audiences including the GWC, internal staff and government agencies.
	* Maintains awareness of trends and identifies emerging issues within the regulated industries including assessing the impacts of Commonwealth legislation/policy on State legislation/policy.
4. Communication, Consultation and Liaison
	* Consults with Government agencies and DLGSC staff in undertaking research for policy development and legislative review.
	* Provides leadership in building and maintaining effective partnerships and networks with a diverse range of internal and external stakeholders and other regulatory bodies.
	* Provide authoritative representation on behalf of the Compliance function at appropriate internal and external forums.
	* Participates and contributes to national and state working groups, forums and committees.
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 ability to contribute to the strategy for the focus, targeting and programming of proactive and reactive audit and inspection programs to mitigate identified and prioritised risk.
2. Demonstrated ability to plan targeted compliance activities in accordance with the business unit’s operational plan and strategy.
3. Demonstrated ability to interpret and apply legislation.
4. Demonstrated highly developed communication and interpersonal skills to build and sustain effective relationship and partnerships.
5. Demonstrated ability to apply innovative thinking, conceptual and problem-solving skills to the development and implementation of improved work practices.

Desirable

1. Strong understanding of Australia’s anti-money laundering and counter-terrorism financing (AML/CTF) framework is highly desirable.

Special conditions

Nil.

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.

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| Registration date | 21 November 2024 |