# Job Description Form – Inspector

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| **Position number:** | Generic | **Classification:** | Level 4 |
| **Division:** | Racing, Gaming and Liquor | **Branch/section:** | Liquor Control and Compliance |
| **Reports to:** | 16478 – Manager Casino Compliance | **Direct reports:** | Nil |

## Position details

## Position purpose

Provides an education, audit, inspectorial and investigative function for racing, casino, community gaming and liquor activities to ensure compliance with related legislation.

## 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.

## Responsibilities

1. Conducts audits and inspections to ensure compliance with legislation, standards and practices across regulated industries of gaming, wagering and liquor, and takes appropriate action under delegated authority including:
   1. Investigating, managing and reporting on complaints received; and
   2. issuing infringement notices and/or preparation of investigation briefs to Gaming and Wagering Commission.
   3. presenting and providing evidence in court and in proceedings before the Liquor Commission and Gaming and Wagering Commission.
2. Assists in the development and implementation of audit and inspection programs and investigates and reports on instances of illegal activities across regulated industries.
3. Conducts tests and recommends on the suitability of applicants for gaming and bookmaker licences.
4. Provides education and advice to members of the liquor and gambling industries to assist them meet requirements and obligations under respective legislation.
5. Mentor new inspectors to assist them develop their skills and knowledge.
6. Adhere to Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
7. Demonstrate the Expected Behaviours of the leadership context for this role listed below.
8. Perform any other duties as assigned or necessary to support the objectives of DLGSC.

## Selection criteria

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position. These criteria can be assessed against any stage of the recruitment process. Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

1. Demonstrated competency to conduct audits, inspections and investigations.
2. Demonstrated understanding of accounting principles and ability to interpret financial statements and information.
3. Demonstrated ability to interpret and apply legislation.
4. Demonstrated competency to prepare reports and other documentation to a high standard including court briefs.
5. Demonstrated ability to research, analyse and make evidence-based recommendations whilst anticipating potential risks to the Department.
6. Sound organisational and prioritising skills with the ability to meet performance expectations.
7. Ability to work independently and without supervision.
8. Demonstrated effective communication and interpersonal skills with the ability to educate, liaise, mediate and negotiate with a diverse range of people including other government bodies, in a variety of situations and where conflict resolution is required.

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## Leadership expectations

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](https://www.wa.gov.au/organisation/public-sector-commission/leadership-expectations) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

This role falls under the **Personal Leadership** context.

## 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.

Other conditions specific to this role are:

* Ability and willingness to undertake travel for business needs.
* Current WA Driver’s license.
* Ability and willingness to working outside business hours.

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| Registration date | Wednesday 12 February 2025 |