# Job Description Form – Senior Licensing Coordinator

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| **Position number:** | 16524 | **Classification:** | Level 5 |
| **Division:** | Racing Gaming and Liquor Regulation | **Branch/section:** | Licensing and Industry Services |
| **Reports to:** | Principal Licensing Coordinator 13970 | **Direct reports:** | Up to 8 Licensing Officers  |

## Position details

## Position purpose

Manages and coordinates a team-based licensing and industry services function across the liquor and gambling industries and undertakes assigned statutory decision making on licensing applications and other related matters.

## 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. Manages and coordinates a team-based licensing and industry services function across the liquor and gambling industries, providing direction and support to the operations and activities of the team and ensuring regulatory and departmental requirements are met in accordance with statutory and departmental requirements.
2. Builds individual capabilities to ensure services and performance is consistent with best practice.
3. Contributes to the development of operational plans and develops, reviews and implements operational practices and processes to deliver ongoing business improvements and achieve departmental objectives.
4. Assists with the formulation of performance measures and targets to achieve individual and team outcomes.
5. Evaluates and determines low risk licence applications and related matters through the exercise of delegated authority, under relevant legislation and prepares written decisions (where required) which include reasons to support findings and determinations.
6. Prepares reports, briefing notes and a range of correspondence.
7. Liaises with stakeholders and provides advice and information in relation to licensing requirements and issues including legislation, policy and procedures.
8. Demonstrate the Expected Behaviours of the leadership context for this role listed below.
9. Perform any other duties as assigned or necessary to support the objectives of DLGSC.
10. Comply with the Department’s Code of Conduct, policies and procedures and relevant appropriate legislation.
11. Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

## 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.

## Essential

1. Demonstrated supervisory expertise and a leadership style appropriate to the demands of the position. This includes setting goals and achieving results through others, motivating and developing others and fostering a customer service and continuous improvement ethos.
2. Working knowledge of the principles of administrative law, Government practices, legislation and other issues relevant to industry regulation.
3. Highly developed organisational skills, including a proven ability to work under pressure, determine work priorities, set goals and achieve objectives within tight deadlines.
4. Demonstrated ability to liaise and manage client relationships with community, industry and other external stakeholders.
5. Ability to understand and operate within the mission, vision and values of the Department.
6. Well-developed written communication and verbal communication skills with proven ability to prepare detailed communications and briefing materials.
7. Proven ability to interpret and apply relevant legislation and policies in a regulated environment.

## 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 **Leading Others** 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.

## Special Conditions

Nil

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| Registration date | 23 May 2025 |