



## Job Description Form

### Compliance Officer

Position Number:	3112716	Portfolio:	Approvals
Classification:	Level 4	Reports to:	Manager Waste Programs, Level 7
Location:	Joondalup	Direct Reports:	Nil

### Description

Under the supervision and guidance of Senior Officers, the Compliance Officer contributes to effectively and efficiently delivering the annual environmental compliance program across the state. This is done through waste, recycling and resource recovery sector compliance within jurisdictions of legislation administered by the Department of Water and Environmental Regulation, which includes; the *Environmental Protection Act 1986*, *Contaminated Sites Act 2003*, *Waste Avoidance and Resource Recovery Act 2007*, including subsidiary legislation, by identifying potential breaches.

The Compliance Officer engages with the waste, recycling and resource recovery sectors through site inspections and monitoring of reporting requirements, ensures licensees are aware of and comply with their statutory obligations.

### Responsibilities

#### In context of above description, the role:

- Delivering a range of waste, recycling and resource recovery sector regulation activities, ensuring work is completed to required standards and within agreed timeframes.
- Providing information to and obtaining information from the waste, recycling and resource recovery sectors.
- Applying analytical skills to develop practical solutions to regulatory challenges within the waste, recycling and resource recovery sectors.
- Collecting, collating and analysing information to support decision-making and provide recommendations.
- Managing own workload, prioritising tasks and responding to changing priorities to achieve outcomes.
- Liaising and consulting with internal and external stakeholders to build collaborative working relationships and support the achievement of regulatory outcomes.
- Providing technical and process advice in written and oral formats and preparing clear and accurate correspondence and reports.
- Undertaking assigned tasks with limited supervision, using judgement to prioritise work and meet deadlines in a dynamic environment.
- Undertaking administration and computer-based tasks.



- Process development and contributing to the preparation and implementation of compliance plans.
- Undertakes research and analysis to inform reports, planning, enhance service delivery and support-decision making.
- Maintains accurate records in accordance with information management and governance requirements.
- Undertaking personal development activities to increase and develop knowledge of the waste and resource recovery sector, its methods, trends and directions.
- Undertakes additional duties as required within the skills and scope of the position capabilities and departmental needs.

## Our people, our leaders, our values

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At DWER, every employee is a leader. To support this, we have established clear [Leadership Expectations](#). For this role, you will be a [Personal Leader](#). Demonstrating the expected behaviours is crucial and aligned with the role's requirements.

Our culture is shaped by our [values](#). All employees are expected to uphold equity, diversity and inclusion, work health and safety, and ethical principles in all aspects of their work. This includes demonstrating cultural responsiveness by valuing diverse perspectives and contributing to culturally safe, inclusive, and trusted services – particularly for Aboriginal people and communities.



We serve to  
make a  
difference



We build  
trust



We care



Open  
minds



Better  
together

## Work related requirements

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**Read these requirements in context of the above contents.**

1. You have proven analytical and conceptual ability including the ability to develop practical solutions to problems. (You deliver on high leverage areas).
2. You have demonstrated good level of written, oral and interpersonal skills including the ability to present technical information to a range of audiences. (You dynamically sense the environment).
3. You have demonstrated experience using computer applications to prepare reports and analyse information, alongside strong ability to collect, collate, organise and interpret complex data. (You think through complexity).
4. You have the ability to understand and apply legislation and policy to support government and organisational objectives. (You embody the spirit of the public service).

### Desirable

5. You have knowledge and / or experience of the waste, recycling and resource recovery sectors is highly desirable.

## Special requirements

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- The department will conduct a national police check before offering employment.

Artwork developed by Nani Creative in collaboration with DWER and Wongutha artist and designer Kevin Wilson.



- This position requires a current WA 'C' Class Driver's Licence.
- The ability to travel to local and remote locations to undertake environmental compliance inspections.
- The ability to undertake inspections in remote areas under harsh climate conditions with limited supervision.