



Job Description Form

Senior Compliance Officer

Position Number:	3057256	Portfolio:	Approvals
Classification:	Level 5	Reports to:	Manager Waste Programs, Level 7
Location:	Joondalup	Direct Reports:	Nil

Description

The Senior Compliance Officer contributes to effectively and efficiently delivering the annual environmental compliance program across the state. This is done through achieving 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 Senior Compliance Officer engages with the waste, recycling and resource recovery sectors through site inspections and monitoring of reporting requirements, is responsible for implementing and delivering the approved compliance inspection program across Western Australia and ensures that licensees are aware of and comply with their statutory obligations. In addition, the Senior Compliance Officer role supports the Manager Waste Programs and demonstrates leadership by example and support to junior officers.

Responsibilities

In context of above description, the role:

- Coordinating and delivering components of the State's annual compliance inspection program, ensuring activities are effectively planned, prioritised and completed within required timeframes.
- Contributing to the regulation and monitoring of controlled waste movements and broader waste and resource recovery sector activities.
- Maintaining a high-level of knowledge and expertise in relation to the management of compliance activities related to the *Environmental Protection Act 1986*, *Contaminated Sites Act 2003*, and *Waste Avoidance and Resource Recovery Act 2007*.
- Undertaking a range of regulatory and compliance activities, including inspections, assessments, and investigations.
- Collecting, analysing and interpreting evidence and information to inform decisions, provide recommendations, and contribute to the resolution of complex or contentious issues.
- Demonstrated ability to plan, prioritise and manage competing tasks and projects to achieve required outcomes.



- Developing practical, risk-based solutions to compliance challenges within the waste and resource recovery sector.
- Contributing to the planning, development, implementation, monitoring and evaluation of compliance programs and strategic projects, and providing guidance and support to junior staff where required.
- Providing advice, including options and recommendations, to support decision-making on compliance and regulatory matters.
- Managing discrete projects, contractors and project activities, including planning, prioritising and delivering outcomes aligned with operational objectives.
- Liaising, consulting and negotiating with internal and external stakeholders to build and maintain effective working relationships, resolve issues and support achievement of regulatory outcomes.
- Representing the Department at State, national or industry forums as required.
- Preparing and/or guiding the preparation of high-quality reports, briefings, correspondence and statutory instruments, including responses to ministerial and parliamentary matters.
- Providing technical and regulatory advice to stakeholders in both written and verbal formats.
- Providing leadership within the team by modelling best practice compliance approaches, mentoring staff and supporting capability development.
- Contributing to team capability through mentoring, identifying learning opportunities, and maintaining procedures, templates and guidance materials.
- Maintaining accurate and comprehensive records in accordance with legislative, policy and information governance requirements.
- Ensuring appropriate documentation of compliance decisions, actions and outcomes.
- Undertaking research and analysis to support policy development, planning, service delivery improvements and informed decision-making.
- Maintaining awareness of emerging trends, risks and issues in the waste and resource recovery sector.
- Undertakes additional duties as required within the skills and scope of the position capabilities and departmental needs.

Our people, our leaders, our values

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.

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



**We serve to
make a
difference**



**We build
trust**



We care



**Open
minds**



**Better
together**

Work related requirements

Read these requirements in context of the above contents.

1. You have the ability to understand and apply legislation and policy to support government and organisational objectives. (You embody the spirit of public service).
2. You have developed conceptual and analytical skills and ability to evaluate information to make informed decisions and develop practical solutions. (You think through complexity).
3. You demonstrate highly developed communication and interpersonal skills, with the ability to effectively engage and influence stakeholders, prepare clear and concise reports and correspondence, deliver expert advice and well-considered recommendations, and build, maintain, and strengthen productive stakeholder relationships. (You dynamically sense the environment).
4. Demonstrated ability to deliver products and services to the required standards within required timeframes. (You deliver on high leverage areas).

Desirable

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

Special requirements

- The department will conduct a national police check before offering employment.
- This position requires a current WA 'C' Class Driver's Licence.
- The ability to travel to local and remote field locations to undertake environmental compliance inspections.
- The ability to undertake inspections in remote areas under harsh climate conditions with limited supervision.