Government of **Western Australia**
Department of **Water and Environmental Regulation**

Job Description Form

Business Systems Administration Officer

Position Number:	3046036	Portfolio:	Approvals
Classification:	Level 2	Reports to:	Manager Waste Programs (Controlled Waste), SCL4
Location:	Joondalup	Direct Reports:	Nil

Description

The Business Systems Administration Officer provides administrative and operational support for the Waste Assurance Team, with a focus on Controlled Waste. The role is responsible for administering the Controlled Waste licences providing a high level of customer service to industry. The position provides administrative support to the officers regulating and monitoring controlled waste movements across the State. The position will support effective data management, record keeping, stakeholder liaison, and business system administration to ensure regulatory requirements are met.

Responsibilities

In context of above description, the role:

- Provide administrative and operational support to the Waste Assurance Team and Controlled Waste programs.
- Analyse and evaluate information to effectively draft documents, including licenses and formal letters.
- Maintain records management, database and information systems, ensuring the accuracy, integrity and security of information.
- Coordinate, record and monitor Departmental correspondence to ensure timely processing and response.
- Develop, maintain and share knowledge and expertise to support continuous improvement and capability development across the Department.
- 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.

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Work related requirements

Read these requirements in context of the above contents.

1. You demonstrate the ability to interpret and apply relevant legislation, policies and procedures to support regulatory and organisational objectives. (You embody the spirit of public service).
2. You can analyse, evaluate and problem-solve, with the ability to assess information, identify issues and make sound decisions. (You think through complexity).
3. You have well-developed written, verbal and interpersonal communication skills, with the ability to build effective relationships and liaise with a range of stakeholders. (You dynamically sense the environment).
4. You demonstrate the ability to deliver accurate, high-quality services and outcomes within agreed timeframes, while maintaining a high level of attention to detail. (You deliver on high leverage areas).
5. You work effectively in a team environment, adapt to changing priorities, and take responsibility for ongoing professional development. (You lead adaptively).

Special requirements

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