



POSITION DESCRIPTION

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| Position Title: | Regulatory Services Project Officer |
| Position Number: | 11181 |
| Directorate: | Development Services |
| Reports to: | Manager Regulatory Services |
| Supervises: | Nil |
| Department: | Regulatory Services |
| Agreement: | City of Karratha Industrial Agreement 2023 |
| Classification: | Level 5 |

1. POSITION OVERVIEW

The Regulatory Services Project Officer is responsible the development, management, and implementation of project plans for the regulatory services programs and campaigns.

Under the guidance of the Manager Regulatory Services, the position will be responsible for actively engaging with internal and community stakeholders to promote understanding and compliance of regulatory standards using contemporary project management practices for project delivery.

2. DUTIES & RESPONSIBILITIES

2.1. Project Management

- Develop detailed project plans for regulatory services programs and campaigns outlining scope, goals, deliverables, resources, budget, and timelines.
- Identify project stakeholders and define their needs and expectations.
- Conduct risk assessments and develop mitigation strategies as needed.
- Develop and manage project budgets and track project expenditures to ensure financial accountability.
- Maintain data and statistics that track, and measure information related to regulatory services projects.
- Monitor project progress and adjust as necessary to ensure successful outcomes.
- Support the development and implementation of best practices within the Regulatory Services department.

2.2. Stakeholder Engagement & Communication

- Engage with community stakeholders to promote education on understanding and compliance with regulatory standards.
- Maintain regular communication with stakeholders, providing updates on project status, risks, and issues.
- Facilitate meetings, including project kick-offs, progress reviews, and debriefs for projects regularly.

2.3. Project Administration

- Prepare project reports, presentations, and documentation for Council on regulatory services project progress as required.

- Assist in preparation and manage agreements with relevant stakeholders.
- Research and contribute to future projects or initiatives relating to regulatory services for our community.
- Develop and maintain a future project register for the department to inform new initiatives and programs.
- Seek and prepare grant applications to support regulatory services programs and campaigns.
- Assist in establishing procedures and policies as required.
- In consultation with the City of Karratha Communications Team, develop marketing opportunities for the Regulatory Services Department.

2.4. Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1. Authority & Accountability

- Works under general supervision of the Manager Regulatory Services.
- Works in accordance with approved Council's policies, procedures and guidelines.

3.2. Judgement & Problem Solving

- Ability to exercise judgement to problem solve by using guidance found in established processes, procedures, precedents, and guidelines.
- Ability to use initiative and proactively develop solutions autonomously.
- Ability to evaluate information and make recommendations.

3.3. Specialist Knowledge & Skills

- Competent in project development principles and approaches.
- Knowledge of relevant legislations.
- Advanced computing, numeracy and literacy skills.
- Advanced research and analysis skills.
- Ability to work collaboratively with diverse stakeholders and manage multiple projects simultaneously.

- Ability to apply trends and change drivers within the field of regulatory services, project management and community educational programs.

3.4. Interpersonal Skills

- Highly developed numeracy, written and verbal communication skills relevant to the work area.
- Ability to manage time effectively to ensure duties are carried out to the required standard.
- Demonstrated negotiation, networking and conflict resolution skills.
- The ability to lead collaborative working environments.
- Ability to build and maintain effective relationships with key stakeholders.

3.5. Qualifications & Experience

- Relevant tertiary qualification
- Demonstrated experience in planning and management of projects
- Demonstrated understanding of regulatory compliance and community engagement practices (desirable)
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)