

# POSITION DESCRIPTION

---

<b>Position Title:</b>	Compliance Officer
<b>Portfolio:</b>	Customer and Regional Prosperity
<b>Position Number:</b>	215008
<b>Business Unit:</b>	Regional Development, Health and Biodiversity
<b>Team:</b>	Regulatory Services
<b>Position Reports to:</b>	Compliance Services
<b>Classification Level:</b>	4
<b>Status:</b>	Full - Time
<b>Agreement:</b>	Scenic Rim Regional Council Enterprise Bargaining Certified Agreement 2012-2014
<b>Award:</b>	Queensland Local Government Industry (Stream A) Award – State 2017
<b>Position Objective:</b>	Provide assistance to the Compliance Services team by undertaking investigations and enforcement action on compliance matters relating to development, environment, building and local laws, with a focus on provision of excellent customer service to all stakeholders including other sections of Council, other Government agencies, industry and the public.

---

## Our Values

### Communication

We actively promote clear, concise and open discussion between staff, Council and communities

### Respect

We act respectfully to each other, accepting each person's individuality and their role.

### Teamwork

We work cooperatively to achieve common goals, drawing on the strengths of each other, in a supportive and safe environment.

### Honesty

We act with integrity and when we ask an honest question, we get an honest answer.

## Accountability

We accept ownership of our role and responsibility for our actions.

## Trust

We build strong relationships that we believe in and rely on.

## Staff worth

Our actions demonstrate that our people matter.

## Quality

We have pride in whatever we do, and strive to do it well

## Key Responsibilities

Fulfil the accountabilities of this role in accordance with Council values and as varied from time to time to achieve Council objectives and Council Operational and Corporate Plan outcomes. Key responsibilities include the following:

- In accordance with applicable legislation and relevant procedures and policies, undertake inspection of premises within the region and investigate complaints in relation to Council's town planning scheme, local laws and relevant State legislation.
- Prepare investigation reports and evidence briefs for breaches of Council's town planning scheme, local laws and relevant State legislation for consideration by the Team Leader Compliance Services.
- Provide appropriately documented and justified written advice to the Team Leader Compliance Services on enforcement of matters administered by the section.
- Instigation of enforcement processes for offences as required, including preparation for and attendance at Court.
- Under general direction from the Team Leader Compliance Services, assess and process applications for permits/approvals.
- Communicate with internal and external stakeholders to provide information and/or to seek technical advice about compliance matters being dealt with by the Compliance Services team.
- Provide information to stakeholders on the progress of investigations or work tasks as required.
- Ensure complete and accurate records are captured, created and maintained within Council's recordkeeping and data management systems in accordance with Council policies and procedures.
- Other duties as directed by the Team Leader Compliance Services from time to time.
- Comply with Council policies, procedures and instructions to deliver quality and safe services.
- Maintain accountability and appropriate use of information systems and maintain vigilance to comply with record keeping requirements.
- In accordance with the Work Health and Safety Act 2011, take reasonable care for your own health, safety and wellbeing and take reasonable care to protect the health, safety and wellbeing of others.

## Skills, Knowledge and Experience

### Formal Qualifications/Technical skills

- Certificate qualification in local government compliance, or previous experience in compliance/enforcement.
- A tertiary qualification in land use planning would be desirable.
- Eligible for appointment as an authorised person in accordance with Council's functions.
- A current Queensland Class C motor vehicle licence is essential

### Knowledge

- Sound working knowledge of, and the ability to apply provisions of, the Acts, Regulations and Local Laws applicable to Council's Compliance Services team.
- Demonstrated understanding and experience working with Planning Schemes and associated documents.

- Sound knowledge of Powers of Entry and investigative procedures. Knowledge of legal processes as they relate to progression of enforcement matters.
- Sound knowledge of Council departmental functions and procedures or the ability to rapidly acquire knowledge.

## Experience

- Experience in the investigation and enforcement of offences against State development, environment and building legislation and Council local laws.

## Organisational Competencies

### Customer Focus

High level experience in working with a range of internal and external customers, ascertaining their needs and tailoring innovative and cost-effective solutions to meet these needs while obtaining best practice communication outcomes.

### Communication

Communicates effectively through verbal and non-verbal correspondence, adapting to audience needs and responses. Translates technical information into easily understandable information.

### Teamwork

High level experience in working as part of broader business unit to support optimal service delivery

### Results

Organises routine functions, activities or duties. Provide advice and guidance to others on how to deliver outcomes with competing timelines ensuring that quality is not compromised

## Organisational Relationships

This position:

- Works under general direction of the Team Leader Compliance Services.
- Represent Council as an authorised person under the Local Government Act and legislation, local laws and policies applicable to the execution of Council's Compliance Services functions.

## How will a candidate be assessed for this position?

- Please provide a current Curriculum Vitae or Resume (maximum of 5 pages). Your CV should include the names of at least three current/ recent referees. One Referee should be a Manager you have worked for during the past two years.
- Please provide a statement (maximum 2 pages) where you can demonstrate how your skills, knowledge and experience meet the specific requirements and responsibilities of this position.