



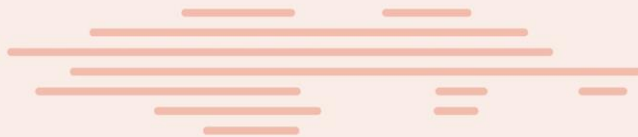
Brighton Council

Position Profile

Compliance Officer



APRIL 2024



We acknowledge the traditional owners who once walked this country: the Mumirimina people.

The Mumirimina belonged to the Oyster Bay tribe. This was the largest tribe in Tasmania and covered 8000 square kilometres. kotalayna levee in Brighton was a significant meeting place where hundreds of generations of Aboriginal families hunted, gathered, corroboreed, camped and traded.

In the course of colonisation, dispossession of the Mumirimina was early, rapid and extensive.

We acknowledge the Tasmanian Aboriginal Community today as the continuing custodians of this land, and pay our respects to Elders past and present.

Through our words and actions we strive to build a community that reflects and respects the history and hopes for all the people of Brighton.



Compliance Officer

Applicants **must** address the specified selection criteria.

The Position

- Attractive salary based on qualifications and experience
- 15% Superannuation
- Flexible working arrangements
- Family friendly work arrangements
- Generous corporate fitness and wellbeing programs
- Learning and development programs
- Paid parental leave
- Free annual flu vaccinations
- Supportive team culture
- Employee Assistance Program

Selection Criteria

As a member of the Development Services Team the position is responsible for providing a professional range of customer focused and compliance services associated with Council's statutory responsibilities.

1. Experience in conducting regulatory investigations, or similar role, with the ability to interpret and apply relevant legislation, by-laws, regulations in a regulatory environment, including but not limited to the *Local Government Act 1993*, *Land Use Planning and Approvals Act 1993*, and *Building Act 2016*.
2. Demonstrated problem solving and decision-making abilities along with the ability to recommend innovative, workable solutions using sound negotiation and dispute resolution skills, including following up any non-compliance via direct negotiation, written notification and legal action if necessary.
3. Highly organised, with excellent communication skills, both written and verbally, to be able to meet deadlines under conflicting pressures.
4. The ability to work as part of a team as well as autonomously on investigations as required.
5. Knowledge, or an ability to, quickly acquire knowledge of the statutory planning processes, including land development processes and the role of building, planning and plumbing in a local government context.

Essential

1. Must possess a current, and unrestricted, motor vehicle drivers' licence to perform the inherent requirements of the role.
2. Possess a current White Card – 'Prepare to Work Safely in the Construction Industry' (CPCWHS1001).

Desirable

1. Possess a Certificate IV in Government Investigations (or similar) or the ability to acquire this qualification, would be highly desirable.
 2. Previous experience in a planning regulatory enforcement environment would also be considered as highly desirable.
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Duty Statement – Compliance Officer

General Conditions of Employment

1. The general conditions of employment will be in accordance with Council's Enterprise Agreement.
2. Attractive salary will be negotiated with successful applicant and will be dependent on qualifications and experience.
3. The part-time hours of the position (2-3 days per week) can be negotiated with the successful applicant. A typical working day is 8.15am to 4.45pm (30 minutes lunch), flexibility of hours may be negotiated.
4. The position will be based at the Council Offices, 1 Tivoli Road, Old Beach.
5. Free parking is available on-site.
6. The appointment is subject to successful completion of a six (6) month probation period.
7. Applications for the position close at 7.00pm on **Sunday, 12 May 2024** and should be addressed to:

General Manager
Brighton Council
1 Tivoli Road
OLD BEACH TAS 7030
Email to: jobs@brighton.tas.gov.au

To ensure that your application is considered you **must** address the selection criteria and include your resume, along with two current referees.

Position Description – Compliance Officer

Job Description

Position title:	Compliance Officer
Position No:	460
Department:	Development Services

Position Classification

Award type:	Brighton Council Workplace Agreement
Classification:	Technical Officer
Level:	Level 4-5 (dependent on qualifications and experience)

Position Objective

- The primary function of this position is to monitor, investigate and enforce non-compliance with various legislation, by-laws and statutory requirements.
- The role is responsible for the provision of an efficient and cost-effective enforcement service to Council, primarily ensuring compliance by individuals and organisations with the *Land Use Planning and Approvals Act 1993* and associated regulations, including (but not limited to) *the Local Government Act 1993*, *Building Act 2016* and other additional development legislation and conditions of approval when required.
- To actively participate as a team member in the Development Services Department, performing all responsibilities and duties efficiently and effectively, and draw upon advice and guidance from the Director Development Services and other officers within the Development Services, Asset Services and Governance & Regulatory Departments where appropriate.
- Brighton Council has a resource sharing arrangement with other Councils where officers from within the Development Services Department, including this position, may be required to work for periods of time on projects and issues for the other Councils.

Key Responsibilities

- Undertake inspections and investigations on behalf of Council with respect to the *Land Use Planning and Approvals Act 1993*, *Building Act 2016* and other associated regulations and development activities including matters such as plumbing control, as directed.
 - Monitoring compliance with planning permit conditions imposed on development applications by reviewing recent development applications to ensure compliance with permit conditions including carrying out final inspections and undertaking periodic audits of current permits.
 - Investigating complaints into alleged planning breaches including the collection and documentation of evidence, provision of regular reports, liaising with appropriate departments to ensure coordinated enforcement of action is taken and the maintenance of a register of complaints and actions to ensure follow up procedures are monitored and followed through to a satisfactory completion.
 - Pursuing enforcement action under the relevant building, plumbing, planning and engineering legislation, including following up any non-compliance via direct negotiation, written notification and legal action if necessary.
 - Report on the compliance or otherwise of potentially unauthorised activities and prepare file notes, correspondence, affidavits, notices, briefs of evidence and detailed reports as necessary.
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- As directed by the Departmental Director, initiate statutory enforcement proceedings where appropriate and prepare required documentation for prosecution proceedings.
- Provide evidence or information on behalf of Council before the Tasmanian Civil and Administrative Tribunal, Magistrates Court or any other Court or forum in relation as required.
- Assist in the creation of or reviewing planning compliance policies and procedures relevant to the role.
- Provide public information on building, plumbing and planning compliance requirements and provide a high level of customer service regarding all dealings with the public, other government agencies, industry and community organisations.
- Participate in practical and educational campaigns to decrease the incidence of breaches of legislation, regulations, by-laws, etc.

Organisational Relationship

Report to:	Director Development Services
Supervises:	As directed by the Director Development Services
Internal liaisons:	Senior Management Team, Development Services staff, other staff, and Councillors.
External liaisons:	General Public; Property Owners/Occupiers; Government Departments and agencies; Statutory Authorities, and other Council's; Community organisations; Local Business; Professional organisations; Developers and Development Professionals, Solicitors, Engineers, and Surveyors; Suppliers of goods and services etc

Accountability and extent of Authority

Accountability

- Accountable to the Director Development Services for the efficient performance of all aspects of the position.
- Responsible for ensuring the monitoring, investigation and enforcement of non-compliance with various legislation, by-laws and statutory requirements.
- Accountable for accuracy of specialist information provided to General Manager, Senior Management Team, other staff and external customers.

Judgement And Decision Making

- The management of those functions as agreed by the Director Development Services and limited only by such powers and delegations that may be relevant from time to time.

Extent of Authority

Staff	As directed by the Director Developments Services
External correspondence	Preparation of correspondence for signature by the Director Development Services.
Council reports	Preparation of reports for signature by the Director Development Services.

Specialist Skills and Knowledge

- Demonstrated experience in undertaking complex investigative processes within a government environment or the ability to interpret and apply relevant legislation, by-laws, regulations in a regulatory environment.
- Knowledge of various provisions of the *Local Government Act 1993*, *Land Use Planning and Approvals Act 1993*, *Building Act 2016* and other relevant Acts.
- Knowledge of various Council By-laws relevant to a compliance enforcement role, including but not limited to Building, Plumbing and Planning sections of Council.
- Demonstrated ability to read and interpret architectural and engineering design drawings.
- Knowledge of statutes, procedures and guidelines applicable to the Department.
- Ability to assess and meet the demands of changing priorities.
- Commitment to providing quality services for minimum cost.
- Good computer literacy and written communication skills, with demonstrated ability to prepare detailed legal correspondence including briefs of evidence.
- This role may require reasonable after-hours activities and overtime when required by business needs.
- Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

Management Skills

- Flexibility in approach, ability to think laterally and apply innovative practices to satisfy the needs of changing circumstances.
- Achievement of results within set time frames against conflicting priorities.
- Demonstrated problem solving and decision-making abilities along with the ability to recommend innovative, workable solutions using sound negotiation and dispute resolution skills.
- Ability to manage time, set priorities, plan and organise one's work, to meet set objectives both internal and external of the organisation.
- Good understanding of management practices and personnel practices related to Workplace Health and Safety and processes in local government.
- Ability to gain cooperation from all levels of staff.

Interpersonal Skills

- Highly organised, with excellent communication skills, both written and verbally, to be able to meet deadlines under conflicting pressures.
- The ability to succinctly articulate complex information and community effectively with a wide variety of stakeholders.
- Ability to work autonomously as well as in small team environments.
- Ability to liaise with officers from external bodies in the resolution of specialist matters.
- Ability to write reports and prepare external and internal correspondence.

Qualifications And Experience

- Experience in conducting regulatory investigations or a similar role, including a demonstrated ability to assess evidence, and draw practical conclusions regarding compliance within a statutory framework.
 - Knowledge, or an ability to, quickly acquire knowledge of the statutory planning processes, including land development processes and the role of building, planning and plumbing in a local government context.
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- Must possess a current, and unrestricted, motor vehicle drivers' licence to perform the inherent requirements of the role.
- Possess a current White Card – 'Prepare to Work Safely in the Construction Industry' (CPCWHS1001)
- Possess a Certificate IV in Government Investigations (or similar) or the ability to acquire this qualification, would be highly desirable.
- Previous experience in a planning regulatory enforcement environment would also be considered as highly desirable.

Risk Management

An employee while at work shall:

- Ensure any issues identified as a risk to the public, contractors or members of staff are reported in accordance with Council's incident reporting procedures.
- Adhere to and assist in the continuous improvement of Council's risk management systems.

Job Environment

Present occupant:	Vacant
Hours of employment:	Part-Time: 2-3 days per week (to be negotiated with the successful candidate) A typical working day is 8.15am to 4.45pm (30 minutes for lunch), flexibility of hours may be negotiated.
Leave entitlements:	In accordance with Councils Enterprise Agreement

Job Description Approval

Job analyst:	Directors: Development Services, Asset Services and Governance & Regulatory Services
Date analysed:	April 2024
Approved by:	General Manager
Date approved:	April 2024
