

Our organisation prides itself on getting results, training and development, valuing diversity, community partnerships and excellence in customer service.

Position Title:	Environment and Compliance Manager	Department:	Planning and Community Development
Reports to:	Director of Planning and Community Development		
Subordinate Positions:	Compliance Officers, Support Officers (Environment and Compliance), Technical Officer (Environment and Public Health) and Biosecurity Officers		
Classification:	Band 2 Level 3 Grade 18 Step 1 \$1,769.90 to Step 3 \$1,902.85 in Council's Salary System	Additional Benefits:	9.5% Superannuation, Uniform Allowance, Ability to Salary Sacrifice Rostered Day Off Leaseback Vehicle
Basis of Employment:	Permanent Full-Time 38 Hours per week	Location:	Max Centre Arcade Balo Street, Moree
Employment Condition:	Local Government (State) Award 2017	Vacancy Ref:	

POSITION OBJECTIVE

1. To lead the efficient and effective administration of the environment and compliance functions of the Council in accordance with the provisions of all relevant Acts and regulations.
2. Lead a multidisciplinary team, ensure that an efficient and effective service is provided and that the outcomes are of a high standard, consistent with Council and community expectations.
3. The position is responsible for overseeing and participating in the prompt and accurate investigation of complaints in relation to environment and compliance matters.
4. To oversee and assist with the delivery of educational programs throughout the community to achieve voluntary compliance.

ACCOUNTABILITIES

1. Administration of Acts, regulations and codes relating to environment and compliance.
2. Apply and enforce the provisions of the *Environmental Planning and Assessment Act 1979*, *Local Government Act 1993*, *Companion Animals Act 1998*, *Impounding Act 1993*, *Protection of the Environment Operations Act 1997*, *Roads Act 1993*, *Road Transport Act 2013*, *Biosecurity Act 2015*, *Public Health Act 2010*, *Food Act 2003*, Moree Plains Local Environmental Plan, Community Participation Plans and all other appropriate Acts, codes, standards, controls and Council policies, issuing Notices and Orders where appropriate.
3. Ensure that Council meets its obligations under the *Local Government Act 1993*.

OBLIGATIONS TO THE ORGANISATION

1. You are required to cooperate with Council in order to comply with legislative requirements under the Work Health and Safety (WHS) Act, Work Health and Safety Regulations and model Codes of Practice, NSW Anti-Discrimination Act 1977, and the Moree Plains Shire Council Code of Conduct and the Local Government Act 1993.
2. Promote a positive image of the Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.
3. Performance of other duties as required, provided such duties are within the limits of the position occupant's skill, confidence and training and provided such duties do not promote a narrowing of the position occupants' skill base.

KEY RESULT AREAS

1. The provision of effective educational programmes to the community.
2. Pounds are operated in a humane manner, in accordance to legislative requirements.
3. Ensure that Council meets its obligations under the *Local Government Act 1993 Companion Animals Act 1998* and *Impounding Act 1993*.
4. Ensure that Council meets its obligations under the *Environmental Planning and Assessment Act 1979*, *Protection of the Environment Operations Act 1997*, *Roads Act 1993*, *Road Transport Act 2013*.
5. Ensure application and enforcement of the provisions of the *Environmental Planning and Assessment Act 1979*, *Local Government Act 1993*, *Companion Animals Act 1998*, *Impounding Act 1993*, *Protection of the Environment Operations Act 1997*, *Roads Act 1993*, *Road Transport Act 2013*, *Biosecurity Act 2015*, *Public Health Act 2010*, *Food Act 2003*, Moree Plains Local Environmental Plan, Community Participation Plans and all other appropriate Acts, codes, standards, controls and Council policies, issuing Notices and Orders where appropriate, in accordance with Council and community expectations.
6. Ensure that when enforcement action is required, such action is taken expeditiously.

DUTY STATEMENT

Duties shall include but not be limited to:

- Apply and enforce the provisions of the *Environmental Planning and Assessment Act 1979*, *Local Government Act 1993*, *Companion Animals Act 1998*, *Impounding Act 1993*, *Protection of the Environment Operations Act 1997*, *Roads Act 1993*, *Road Transport Act 2013*, Moree Plains Local Environmental Plan, all Development Control Plans and all appropriate Acts, codes, standards, controls and Council policies, issuing Notices and Orders where appropriate.
- Legal enforcement including interpreting and applying legislation, interviewing members of the public, preparation of statements and briefs of evidence, issuing infringement notices, giving evidence at court and attending court when required.
- Ability to coordinate multi-disciplinary professional/technical work teams in a diverse environment
- Effectively interacting with customers in an educational role
- Effectively interacting with customers under confrontational circumstances
- Ensure that when enforcement action is required, such action is taken expeditiously.

- Represent Council at legal hearings brought before any Court, as appropriate.
- Develop and implement community education programs including but not limited to, animal care and control, anti-littering, environmental protection, public health, food safety.
- Oversee grant funding application process for de-sexing and micro-chipping programs.
- Attend all relevant training as required.
- Establish and maintain close liaison and cooperation with the community.
- Provision of timely and monthly reports to the Director of Planning and Community Development.
- Prepare reports to relevant external agencies as required.
- Demonstrated ability in investigation and enforcement of legislation or similar controls including undertaking inspections, enforcing compliance and consent requirements.
- Ability to contribute knowledge, skills, interpretation and administration to further develop work methods where general work procedures are not defined.
- Follow instructions and adhere to all safety requirements of the position.
- Attend meetings, as required.
- Provision of services to a high level of user satisfaction.
- From time to time, undertake other duties as directed.
- Cooperate with Council to assist the organisation comply with the obligations under the Workplace Health & Safety Act and the Workplace Injury Management and Workers Compensation Act 1998.
- Comply with Council's Code of Conduct, WHS and EEO policies and procedures.

PLEASE NOTE:

- *As a new employee of Moree Plains Shire Council (MPSC) you will be required to fully comply with MPSC's drug and alcohol policy and procedures. Your Council induction will include the requirements of these documents.*
- *Non-Australian applicants for all positions with Moree Plains Shire Council must be eligible for an Australian Working Visa.*
- *This position requires you to hold a WHS General Construction Induction Card and Have a Unique Student Identifier code*

SELECTION CRITERIA

Essential Criteria

- Relevant Tertiary qualifications at Degree level or higher in Environmental Health or relevant equivalent. ***(Applicants, who do not hold the relevant qualifications, may be considered in some instances, however a lower salary may apply and applicants must to commit to gaining at their own expense).***
- Relevant qualifications and extensive experience in Local Government (Regulatory Services) or relevant discipline.
- Extensive experience which demonstrates a sound ability to conduct investigations and enforcements of legislation or similar controls including:
 - undertaking inspections, gathering evidence and preparation of briefs of evidence, preparation of statements, enforcing compliance and effectively dealing with conflict resolution.
 - investigations and enforcements relating to public health, environment and food safety.
- Well-developed interpersonal skills, ability to lead a cohesive team environment, maintain positive relationships with internal and external stakeholder's service and ability to learn new skills and adapt to changing situations.
- Well-developed numeracy, written and verbal communication skills including ability to communicate effectively with people at all levels on animal control, environmental protection, public health, development control and general compliance matters.
- Demonstrated ability to accurately develop policies with the ability to interpret and apply legislative and regulatory instruments including local policies.
- Work effectively under pressure, to manage time, plan, organise and prioritise own work and that of the Environment and Compliance team to achieve defined outcomes.
- Effective organisational skills, with the ability to work well to deadlines along with strong attention to detail and perform work with a high level of accuracy.
- Exercise judgment and responsibility for animal control, environmental protection, public health, development control and general compliance matters and a high degree of initiative, confidentiality and sensitivity.
- NSW Construction Industry General WHS Induction.
- Current Class C Driver's Licence.

Common Criteria

- Be prepared to work under Council's Policies and procedures including Work Health and Safety, Equal Employment Opportunity and Code of Conduct.
- Demonstrated commitment to reconciliation, and to working constructively and respectfully with Aboriginal and Torres Strait Islander individuals and communities.
- Be willing to commit to further training and development, as required.
- Have a Unique Student Identifier code. (This can be obtained at <http://usi.gov.au/create-your-USI/Pages/default.aspx>).

Desirable Criteria

- Extensive experience which demonstrates a sound ability to conduct investigations and enforcements of legislation relating to development control and land use regulation.
- Experience in a Senior Role in a Regulatory Enforcement environment.
- Previous experience leading a multi-disciplinary team in a Regulatory Enforcement environment.

AUTHORISATION

Developed by:

Angus Witherby
Director of Planning & Community Development

Date: 26 November 2019

Authorised by:

Lester Rodgers
General Manager

Date: 26 November 2019