

Position Description: **Development Programs Officer**

POSITION DETAILS

Position grade	Grade 11		
Position type	Permanent, full-time		
Reports to	Coordinator Development Programs		
Department	Health and Regulatory Services		
Job function group	Professional		
Staff reporting responsibilities	Nil	Budget responsibility	Nil

Our purpose is to provide valuable services that strengthen and support the Cumberland Community. Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

The Development Programs Officer role is to assist in meeting Council's statutory obligations in regard to the reporting on relevant programs and actions from Council's Community Strategic Plan, Delivery Program and Operational Plan regarding awnings over public space as well as meeting Council's legislative obligations in relation to swimming pool barriers and public awnings. This is to ensure that Cumberland Council is at the forefront of Development Operations.

QUALIFICATIONS AND EXPERIENCE

Essential

- Relevant Tertiary qualifications in health & building, other equivalent qualifications and/or relevant demonstrated experience.
- Accreditation as an E1 Certifier under the Building and Development Certifiers Act 2018 and Regulation or extensive experience in swimming pool inspection according to Swimming Pool Act.
- Demonstrated knowledge and experience in the implementation of Council's responsibilities and functions under the Swimming Pools Act 1992, Swimming Pools Regulation 2018 and relevant Australian Standards for pool barriers.

- Extensive experience and knowledge of the Local Government Act 1993, Environmental Planning and Assessment Act 1979, Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021 and other local government legislation.
- Ability to meet deadlines on a daily basis and possession of proven time management skills.
- Excellent written and oral communication skills
- Demonstrated experience in issuing Notices and Order under Environmental Planning and Assessment Act 1979 and/or Notices and Directions under the Swimming Pools Act
- Ability to liaise with customers in an effective manner and to present a positive image of Council.
- Ability to work within a team environment.
- Current class C Drivers Licence.

Desirable

- Knowledge of (Microsoft Office, Publisher, Excel, PowerPoint,) GIS mapping system as well as Council's other technology platforms (TechOne).
- Ability to maintain databases and software module data attributes
- Knowledge of the process involved in Court Proceedings in both: Land and Environment Court and Local Court

EMPLOYMENT SCREENING CHECKS

- ☐ Qualification/s verification
- ☐ Drivers licence check (if driving Council vehicle)
- ☐ Criminal record check

DUTIES AND RESPONSIBILITIES

As a Development Programs Officer you will be expected to:

- Be accountable for your own actions.
- Display a commitment to customer service within your own interactions with key relationships.
- Assist the Coordinator Development Programs with all aspects of meeting Council's Community Strategic Plan, Delivery Program and Operational Plan commitments to Development Programs.
- Undertake swimming pool inspections as required.
- Assess AFSS (Annual fire safety statement) including issuing invoice and follow up as required.
- Undertake awnings over public space inspections as required.
- Update Swimming Pool and other registers as required.
- Provide Council with advice in regard to Swimming Pool barriers, and awnings over public space compliance within the Cumberland local government area.
- Provide guidance and assistance to staff on interpretation of building requirements and assessment procedures.
- Preparation of reports on swimming pool and awning related issues.



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- Undertake enforcement proceedings including issuing Notices, Orders and/or Directions, Penalty Infringement Notices or Court proceedings for non-compliance with provisions of relevant legislation.
- Engage in community education initiatives regarding development safety programs.

YOUR CORPORATE ACCOUNTABILITIES

Work Health and Safety (WHS)

- In accordance with Council's Work Health and Safety Statement, all employees have a responsibility to take reasonable care of their own health and safety, and that of others. To meet this commitment, all levels of management shall be held responsible for ensuring all staff are aware of and have sited this statement.
- Implement, monitor and, or comply with Council's WHS Management System, including but not limited to Safe Work Method Statements, Safe Work Procedures, WHS Policies/Statements, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Comply with any reasonable instructions from Council's Managers in compliance with the WHS Roles and Responsibilities Procedure
- Wear all personal protective equipment (PPE) applicable to this position and comply with Council's Personal Protective Equipment Procedure
- Comply with Council's COVID-19 Vaccination Procedure throughout employment with Council
- The Executive Managers, Managers, Coordinators and Team Leaders are responsible, and will be held accountable, for ensuring WHS policies and programs are effectively implemented within their areas of control, to support all under their immediate control and hold them accountable for their specific responsibilities.

Child Safe Organisation

- Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supportive Council environment, which endeavours to promote child safe, child friendly practices.
- If this position is designated as child-related as defined by the Office of the Children's Guardian, you will be required to hold a valid Working with Children Check (WWCC) if over the age of 18. It is an offence under the NSW legislation for barred workers to apply for or otherwise attempt to obtain, undertake or remain in child-related employment.
- If this position is not currently designated as child related, Council may review this at any time and choose to amend the position to be designated as child related. Employees will be duly notified if this was to occur.

Fraud and Corruption Prevention

- Council constantly strives to improve our practices to ensure we uphold the highest ethical standards. Council has a zero tolerance approach to any fraud and corruption, and all staff are required to participate in and support fraud and corruption control initiatives. All officers must report any potential fraud or corruption misconduct to their Manager, Director, or Council's Internal Ombudsman in the first instance, who is obliged to inform the General Manager. Council also has a Public Interest Disclosures Policy which you should review,



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outlining that Council will consider each report and make every attempt to protect the staff member making the report from any form of reprisal.

Customer Service

- Cumberland City Council are committed to striving for the delivery of excellent customer service. All employees will be held accountable to provide excellent service and the highest level of professionalism whilst performing the duties outlined in their position description.
- To contribute to this customer service oriented culture, it is expected that all employees respond to customer enquiries via all channels of communication relevant to your position, including phone calls, emails and requests/applications tasks via Council's customer request management system. You will also be expected to provide information in a timely, accurate and reliable manner in your position to ensure you deliver a positive customer experience.

SIGNATURE AND ACCEPTANCE OF POSITION

Employee name

Employee signature

Date of acceptance



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