



POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Team Leader Development and Environmental Compliance		
Position Number:	4302	Standard Position Hours:	35 Hours
Directorate:	Planning and Environment	Unit:	Compliance Services
Salary Grade:	11	Award Band and Level:	Band 3 Level 3
Position Reports to:	Compliance Services Manager		
Staff Management:	3		
Budget Responsibility:	\$1 million		
Date Created:	TBA	Date Last Reviewed:	21 November 2022
Version:	1	Document Number:	DOC2022/189909

ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 400 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

ORGANISATIONAL CONTEXT OF POSITION

The Planning and Environment directorate manages services associated with the following functions within Cessnock City Council;

- Development Services
- Compliance Services
- Business Support and Customer Relations
- Strategic Planning
- Economic Development and Tourism

The Compliance Services unit is primary responsible for the compliance and education of Councils Environmental Health, Building, Ranger, Development Compliance and Regional Illegal Dumping functions within the community.

WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 4.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

PRIMARY OBJECTIVE

The primary objectives of this position are to:

- Provide ongoing leadership and co-ordination of the Development and Environmental Compliance team.
- Deliver the key objectives of Council's Strategic Plan relating to Development and Environmental Compliance Services;
- Ensure the Development and Environmental Compliance Team provide professional services to the organisation and the community; and,
- Provides support to the Compliance Services Manager, Director Planning and Environment and Council.

KEY ACCOUNTABILITIES

1. Ensure that all provisions of relevant legislation, policies, Codes, Standards, consents and procedures are adhered to, including:
 - Contaminated Land Policy
 - Underground Petroleum Storage Systems (UPSS)
 - Enforcement of the Environmental Planning and Assessment Act
 - Protection of the Environment Operations Act
2. Provide effective leadership to the Development and Environmental Compliance Team, including;
 - Reviewing performance with staff; provide appropriate feedback identifying training requirements and support to assist in achieving Team objectives.
 - Providing technical guidance to the Development and Environmental Compliance Team, including the preparation of court matters.
 - Facilitate the development of team goals and priorities to ensure that the Team, Unit and organisational outcomes are achieved in an effective and efficient manner.
 - Providing mentoring to staff to assist in their professional development.
 - Ensure the Team effectively carry out delegated functions by the General Manager in relation to the enforcement of relevant legislation.
3. Develop, implement and review council practices, policies and procedures to ensure they are compliant with the relevant legislation, Codes and Regulations.
4. Develop and implement community education and policy programs on matters relevant to Development and Environmental Compliance activities.
5. Ensure accurate and decisive professional service is provided to the community, ensuring confidentiality is maintained and matters are dealt with in a timely manner.
6. Develop the draft annual budget for the Development and Environmental Compliance Team, ensuring that it is consistent with Council's 4 Year Delivery Program and ensuring income and expenditure is monitored against agreed performance targets.
7. Prepare and present evidence on Council's behalf to the Local Court, Land and Environment Court or other Courts as required.
8. Ensure changes to relevant legislation is communicated to and understood by the Development and Environmental Compliance Team and Council's Management team.
9. Prepare reports to the Council and relevant Committees and respond to public enquires.
10. Apply enforcement functions in accordance with legislative provisions and Council's Compliance and Enforcement Policy to achieve positive behavioural change and outcomes for the community.
11. Case management and actioning of customer requests and associated regulatory functions in accordance with Council Policies

12. Providing specialist technical advice in response to development application referrals relating to environmental compliance
13. Keep up to date with industry and legislative developments relating to development and environmental compliance including providing input into submissions on behalf of Council with respect to policy and legislative change.
14. Co-ordinate resources in a manner that meets the objectives of Council's Community Strategic Plan and initiatives within Council's 4 Year Delivery Program and report outcomes to the Compliance Services Manager.
15. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

POSITION SELECTION CRITERIA

Essential

1. Bachelor degree in a relevant field such as Environmental Management, Environmental Health, building surveying or planning.
2. Demonstrated extensive experience (minimum 10 years) in a similar role administering and enforcing legislation, the development of strategies, policies and programs related to the contaminated land and environmental management.
3. Demonstrated sound experience and proven ability to successfully lead, motivate, develop and support a team and deliver organisational results, while fostering an environment based on teamwork and business partnering.
4. Demonstrated sound knowledge and understanding of the Local Government Act 1993, Protection of the Environment Operations Act 1997, Environmental Planning and assessment Act 1979 and their associated regulations, policies and standards.
5. Demonstrated extensive experience in conducting a wide range of investigations, particularly of a sensitive nature and within a highly political environment, and the ability to critically analyse issues and provide appropriate solution.
6. Demonstrated highly developed interpersonal, written and verbal communications skills including the ability to communicate with a range of stakeholders, both internal and external, and to communicate technical information in a concise and easily understood manner.
7. Demonstrated well developed negotiation and conflict resolution skills with the proven ability to negotiate mutually beneficial outcomes and resolve conflict.
8. Demonstrated strong time management skills with the ability to prioritise workloads and meet deadlines within an ever-changing environment with competing demands.
9. Demonstrated experience in the use of Microsoft Office, Customer Request Systems, Records Management Systems and other software/databases programs relevant to the position.
10. Demonstrated experience in the use of the Self-Enforcing Infringement Notice System.
11. Class C drivers licence.

Highly Desirable

1. Demonstrated experience in legal case presentation for court proceedings and appearing at court as an expert witness.
2. Post graduate qualifications in health and building surveying and/or management

SIGNATURE

Employee

Full Name:

Signature:

Date: