**Position Description**

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| **Position title:** | **Development Compliance Officer**  |
| **Work location:** | City Administration Centre, 12 Stewart Avenue, Newcastle West |
| **Directorate:** | Planning & Environment |
| **Service Unit:** | Planning and Development  |
| **Reports to:** | Development Compliance Coordinator |
| **Direct reports:** | Nil |
| **Salary point:** | SP12 |
| **Decision making:**  | Level 6 Management Hierarchy |
| **Date revised:** | March 2024 |

**Council Overview**

City of Newcastle employs over 1,200 staff and is responsible for a local government area of 187km. Newcastle is both the cultural and economic centre of the Hunter region. Our organisational structure consists of four directorates, each linked to the four themes of our Community Strategic Plan (CSP):

1. City Infrastructure
2. Corporate Services
3. Creative and Community Services
4. Planning and Environment

The Planning and Development Service Unit is part of Planning and Environment Directorate and this role reports to the Development Compliance Coordinator.

**What’s it like working at the City of Newcastle?**

We are focused on making a difference in our community and achieving our vision of***creating a liveable, sustainable, inclusive global city***. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers its employees the opportunity to develop in their current role, grow into future opportunities and reach their full potential.

Our organisation’s values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making as well as our day-to-day interactions.

We value diversity of thought, and we focus on equity in the workplace. We are committed to creating an inclusive workplace culture where everyone feels respected, safe, and valued so they can be themselves and fully contribute their opinions and perspectives to the success of the organisation.

**What’s it like working in Planning and Development (P&D)?**

This position is within the Planning and Development Service (P&D) Unit who are responsible for leading strategic land use planning, development assessment, regulation and compliance functions and processes, to facilitate, enable and regulate development and related activities across the Newcastle Local Government Area.

City of Newcastle has a rich heritage, being one of Australia’s earliest, and now largest cities, which has transitioned from its industrial beginnings into a dynamic modern economy. Working within P&D is an opportunity to contribute significantly to the development and planning of the city across a wide range of projects including precinct planning, transport planning, and major residential, industrial and commercial proposals not often available in other areas. P&D commonly determines development projects valued over $1Billion per year across a wide range of development types. As part of the P&D Service Unit, you will form an integral part of a professional, dedicated, and passionate team that supports professional development and opportunities.

The P&D Service Unit ensures compliance with legislative requirements, provides advice, and undertakes assessment to inform evidence-based decision making throughout and across City of Newcastle. The Service Unit has significant direct community and stakeholder engagement through its land use planning, development assessment and regulatory functions.

**What’s the focus of this position?**

The Development Compliance Officer is part of the P&D's Development Compliance Team and supports P&D management providing professional regulatory and development compliance knowledge and technical expertise. The position is responsible to provide a high level of professional customer service and specialist technical advice to CN and the community.

The position is responsible for the delivery of evidence-based professional, objective, investigative and assessment services relating to unauthorised development, non-compliance with development approvals and fire safety measures within CN.

**What you’ll be doing:**

* Undertake investigations into breaches of Acts and Regulations within agreed timeframes, regarding unauthorised development, unauthorised land use, non-compliance with conditions of a development consent, non-compliant swimming pools and/or failure to comply with fire safety standards in accordance with legislation and CN's Compliance and Enforcement Policy.
* Undertake investigations into customer requests and complaints, within agreed timeframes, acting within the delegated authority, legislation requirements and with CN policies, procedures, and practices, with a strong customer service focus.
* Undertake regulatory action in accordance with legislation and delegations, including preparing and issuing of Notices, Orders and Directions, issuing of Penalty Infringement Notices, preparing statements in relation to Court matters, prepare investigation evidence and act as an expert witness in the Local and/or Land & Environment Court.
* Carry out investigations and provide advice, and support with the delivery of the CN’s Boarding House Inspection Program and Swimming Pool Inspection Program.
* Interpret and provide advice regarding CN's Annual Fire Safety Statement program and any required fire safety upgrades.
* Contribute positively to a cooperative and supportive multi-disciplinary team environment and overall team performance.
* Actively contribute, review, and deliver process improvements to achieve efficiencies in regulatory operations.
* Promote the image of CN as a competent, efficient, and courteous service provider, consistently delivering high quality development outcomes with a strong customer service focus.
* Prepare correspondence in the form of Councillor, MP and internal memos, constituent letters, audit and investigation reports.
* Maintain a professional working knowledge of relevant legislation, local government regulatory issues and requirements and industry standards.
* Provide specialist and courteous, advice and information to CN officers, the community, and internal and external stakeholders to achieve objective, evidence-based decisions and outcomes.
* Demonstrate and promote CN’s core values of Cooperation, Respect, Excellence and Wellbeing (CREW).
* Undertake other duties that are within the limits of your skills, competence, training and/or experience as directed by your manager.

**The essentials you’ll need**:

* Relevant tertiary qualifications in Planning, Building Surveying, Fire Safety, or a related qualification and/or extensive experience in investigation and resolution of compliance matters regarding planning, building, or fire safety related matters.
* Demonstrated ability to apply and interpret the provisions of the Environmental Planning & Assessment Act 1979, Local Government Act 1993, Building Code of Australia, and other relevant legislation.
* Demonstrated knowledge of the development and construction process and an ability to identify non-compliance with development consent conditions, Construction Certificates, Occupation Certificates, Fire Safety Certificates, Fire Safety Statements and Fire Safety Schedules.
* Demonstrated competence to a high standard in investigations within Local Government, including preparation of interview plans, interviewing, and obtaining statements from witnesses, interviewing, preparation of facts sheets, statements, and briefs of evidence.
* Demonstrated knowledge in the identification and management of risks, development of risk assessments and identification of strategies to eliminate or reduce risks associated with unsafe structures and buildings, non-compliance with fire safety and swimming pool standards.
* Highly developed analytical, problem-solving, conflict resolution and negotiation skills with a demonstrated ability to competently address technical issues.
* Demonstrated ability to manage competing work priorities efficiently in a busy and fast paced environment, and to work independently with minimum of supervision, with a strong customer service focus.
* Strongly developed written and oral communication skills, including demonstrated ability to prepare clear and comprehensive reports and correspondence on development and building compliance matters.

**Other valuable skills you may have:**

* Relevant qualifications in construction, fire safety, E1 accredited swimming pool certifier or other related qualifications.
* Prior experience in an investigative and enforcement capacity in Local Government regulation.
* Prior experience in giving evidence as a witness in Criminal and / or Land & Environment Court jurisdictions.
* Ability to use computer applications and information systems.
* Ability to participate in organisational change strategies, service delivery and policy reform.
* Certificate IV of Government (Investigations), building control or equivalent, or the ability to obtain.

**We’ll encourage you along the way**

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

 *I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.*

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| **Employee Name:** |  |
| **Employee Signature:** |  |
| **Date:** |  |