

Position Description

Regulatory Services Supervisor

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: March 2018

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 2 Level 3
--	----------------

Position limit within salary system: (20 Grade structure)	Grade 12 – Entry to Step 4
--	----------------------------

Status of position:	Permanent
---------------------	-----------

Hours of work per fortnight:	70
------------------------------	----

Organisational relationships

Directorate:	Environment, Planning and Community
--------------	-------------------------------------

Section:	Environment, Development and Strategic Planning
----------	---

Team:	Regulatory Services
-------	---------------------

Work base:	Grafton
------------	---------

Position responsible to:	Manager Environment, Development and Strategic Planning
--------------------------	---

Level of support and supervision:	Low
-----------------------------------	-----

Level of personal management	High
------------------------------	------

Level of teamwork required:	High
-----------------------------	------

Supervision of staff:	Regulatory Services team
-----------------------	--------------------------

Internal contacts:	All Council Sections
--------------------	----------------------

External contacts:	General public, Government Agencies
--------------------	-------------------------------------

Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
--------------------	---

Our mission:	To plan and deliver services valued by the community
---------------------	--

Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community
--------------------	---



Our Values and Behaviours	
Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

Physical requirements of the position

Frequent driving

Frequent use of keyboard

Capable of undertaking site inspections, including walking and occasional running on natural (e.g. 3-4 kms through scrub) and constructed ground

Prolonged standing (several hours at one time)

Occasional lifting of animals (often 12-15 kg)

Purpose of the position

To coordinate delivery of regulatory services including ranger operations, pound operations and parking control to ensure the delivery of an efficient and effective regulatory and enforcement service that meets statutory obligations within the budgetary framework established by Council.

To implement and enforce the provisions of applicable Acts, Regulations, local laws and Council Policies and ensure Regulatory Services functions are in accordance with relevant legislation and public expectation.

To ensure the effective operation of the Regulatory Services team.

Major duties and responsibilities

Coordinate the delivery of regulatory services including ranger operations and parking control.

Ensure provision of regulatory services that meet statutory obligations within the budgetary framework established by Council.

Ensure records, diaries of activities, investigations and actions undertaken in the implementation of regulatory services activities are accurately maintained by the Regulatory Services team.

Coordinate investigations and enforcement operations under the Protection of the Environment Operations Act, Environmental Planning and Assessment Act 1979, Companion Animals Act 1998, Impounding Act 1993, the Local Government Act 1993 and other relevant legislation.

Supervise staff within the Regulatory Services Team.

Coordinate the development and implementation of procedures, protocols, guidelines and policies to improve the delivery of Regulatory Services and compliance obligations.

Ensure appropriate management of Council's animal pound operations and supervise animal control and impounding activities.

Oversee the issuing of Penalty Infringement Notices under the Self Enforcing Regulatory System (SEINS) and act as Contact Officer for the Infringement Bureau.

Investigate breaches of conditions of consent and unauthorized activities.

Represent Council in Court as required.

Provide oral and written advice on regulatory services matters to the Manager.

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Relevant tertiary qualifications; **or** equivalent relevant industry experience

Licences/tickets, clearances, membership

Current Drivers Licence

WHS Construction Induction Training Certificate (NSW); or equivalent recognised in NSW (or willingness to obtain within 3 months of commencement)

Experience

Demonstrated experienced in a position requiring competent planning, problem solving and organisational skills

Demonstrated ability to motivate, lead and manage staff

Position related skills

Demonstrated skills and ability to competently deal with difficult and sensitive situations

Demonstrated well developed written and verbal communications skills

Demonstrated well developed negotiation and conflict resolution skills

General computer literacy in email and internet programs and basic proficiency in Microsoft Word

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Education and knowledge

Sound knowledge of the following legislation:

- Companion Animals Act and Impounding Act
- Local Government Act
- Protection of the Environment Operations Act
- Environmental Planning and Assessment Act
- Swimming Pools Act

Licences/tickets, clearances, membership

Certification from the State Debt Recovery Office to issue infringements, or ability to attain within 4 weeks of commencement

Capacity to attain Firearm Licence

Experience

Demonstrated experience in regulatory services including the ability to interpret Acts, Regulations and policy and to liaise with legal providers and witnesses

Demonstrated experience in appearing at court

Desirable selection criteria

Demonstrated experience in the development policy and procedure

Experience in the use of mobile hand held IT devices relevant to the position

Position related skills

Basic proficiency in Microsoft Excel

Other features of this position may include

Out of hours and weekend work as required

Contact with challenging customers/members of public

Working with animals and stock

Preferred applicant(s) will be required to undergo a National Criminal History Check

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position
based on this Position Description.

Signed: Date
Employee

Signed: Date
Senior Coordinator People, Culture and Safety