

POSITION DESCRIPTION

Position Title:	Pool Compliance Officer	Position Code:	PCO
Division:	Development and Environment	Grade:	D
Location:	Dubbo	Hours/Week:	35
Reports to:	Environment and Health Services Team Leader		
No. Direct Reports:	Nil	No. Indirect Reports	Nil

Primary Purpose of Position

This position is responsible for conducting swimming pool inspections to ensure compliance with the provisions of the Swimming Pool Act and Public Health Act. The position will also administer and enforce the various Acts and Regulations under which Council is required to function and to consult and educate relevant stakeholders in relation to these matters. This position may also be required to support other regulatory or enforcement roles carried out by the Environmental Control Branch.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Compliance / Legislation	<ul style="list-style-type: none"> Act as an authorised officer and serve orders and notices and enforce requirements of the Local Government Act, the Environmental Planning and Assessment Act, Swimming Pools Act, and Public Health Act where non-compliance has been observed. Keep up to date with legislation requirements and changes as they relate to the position. Issue Certificates of Compliance. Issue Penalty Infringement Notices and attend court as required. Liaise in a timely and effective manner with other Branch's / Functions on matters having common jurisdiction. Assist in the accurate and timely processing of applications for Outstanding Notice and Certificates.
Compliance Inspections	<ul style="list-style-type: none"> Coordinate and implement a swimming pool compliance program. Undertake inspection of swimming pools and their barriers for compliance with the relevant legislation and Council policy. Undertake inspection of public swimming pools for compliance with Public Health requirements. Undertake inspections relating to S.68 applications under the LG Act, together with other health, building and development matters, are co-ordinated and managed to ensure compliance with relevant Acts, Regulations, Council Codes and Policies and approvals.

Key Accountabilities / Duties	
	<ul style="list-style-type: none"> • Ensure, as relevant the compliance by property owners and agents, developers and builders with all conditions of consent of approved applications.
Community Education	<ul style="list-style-type: none"> • Ensure proactive engagement with the swimming pool industry, pool operators, developers, builders, real estate industry, contractors and other stakeholders and the wider community with the objective of facilitating the ongoing protection of public health and safety. • Facilitate increased awareness of pool safety requirements across the Local Government Area.
Customer Service	<ul style="list-style-type: none"> • To actively support the Environment and Health Services Team Leader and Manager Environmental Control in promoting a customer focused and responsive service to the community which promotes a positive image of Council. • Respond to customer complaints in a timely manner. • Effectively communicate with people at all levels to negotiate / mediate outcomes in a timely manner. • To provide advice and consultation on swimming pool development and compliance related matters with members of the public, pool operators, builders, plumbers and other trades persons. • To be aware of customer requirements and actively assist in developing procedures to enhance Council swimming pool inspection and assessment functions.
Administration / General Requirements	<ul style="list-style-type: none"> • Undertake administrative duties and correspondence requirements in line with council policies and procedures. • Ensure professional presentation at all times. • Complete State and Council reporting requirements. • Provide professional advice and support. • Ensure a high standard of customer service.
Environmental Control Team Support	<ul style="list-style-type: none"> • Participate and contribute to an effective and productive team. • To efficiently, effectively and expeditiously carry out any other matters as may be referred by Environment and Health Services Team Leader, the Manager Environmental Control or the Director Planning and Environment.

Inherent Requirements of the Position
<ul style="list-style-type: none"> • Class C Drivers licence • General Construction Induction card • Criminal Record Check • Pre-employment health assessment

- A large majority of this role is office based, using computers/electronic systems, thus an inherent requirement of this position is the ability to complete sustained periods of work sitting at a desk utilising computers/electronic systems or other office based equipment.
- This position is also required to work indoors and outside, in public and non-public areas as part of the role, thus a reasonable level of fitness and good manual handling technique are inherent requirements of the role.
- The occupant of this position will be required to travel between Dubbo and Wellington and operate out of Council's office or depot facilities as necessary.
- The position is provided with a DRC mobile phone which must be carried at all times. Personal calls are to be reimbursed regularly.

Selection Criteria

Essential

1. Minimum Certificate III / Trade Certificate in building, construction or equivalent related discipline.
2. Ability to engage stakeholders and strong negotiation and conflict resolution skills.
3. High level computer literacy, report writing and administration skills.
4. Ability to operate with a high level of autonomy and decision making capabilities.
5. Previous experience and demonstrated ability to interpret legislation and policy.

Desirable

6. E1 Certification or ability to obtain certification within 2 years.
7. Demonstrated experience in a regulatory or compliance role, including an understanding of court proceedings.
8. Previous experience inspecting swimming pools for compliance with the Public Health Act, Swimming Pool Act, AS1926 Swimming Pool Safety and the EP&A Act.

Organisation Wide Accountabilities

Corporate Values

Creating Community for Today and Tomorrow

All employees have a responsibility to uphold the values of Dubbo Regional Council being:

- **Progressive**
 - Be Curious, Courageous And Committed
- **Sustainable**
 - Balanced Approach To Growth & Opportunity
- **One Team**
 - Working Together
- **Integrity**
 - Accountable For Our Actions

Work Health and Safety

All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:

- Complying with Council's WHS policies and procedures

	<ul style="list-style-type: none"> • Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others • Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours • Participating in any WHS consultation arrangements • Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace • Correctly using all personal protective equipment • Complying with emergency and evacuation procedures and site rules if applicable • The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy
Sustainability	Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> • Council's adopted Code of Conduct. • Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: