

# Position Description

## CORPORATE INFORMATION

<b>Position title</b>	Senior Officer Development Standards		
<b>Directorate</b>	Community Sustainability	<b>Branch/Section/Unit</b>	Compliance
<b>Position number</b>	1264	<b>Level</b>	5
<b>Award</b>	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1		
<b>Line Manager</b>	Coordinator Compliance		
<b>Direct reports</b>	Nil		
<b>Indirect Reports</b>	Nil		

## SCOPE OF POSITION

### Position Summary

The Compliance Department ensures an integrated approach to internal organisational services across the organisation. The Department is responsible for ensuring the community is aware of both the rules that apply throughout the region and for which Council has regulatory or enforcement function and the reasons for them. The Department also has purpose to apply regulatory effort in line with Council Policy to reasonable ensure, according to context, that the community operates within those rules.

The position of Senior Officer Development Standards promotes the amenity and livability of the Gympie Region through investigative processes that maximise compliance with planning related legislation. As a member of the Compliance team, this position ensures an efficient and effective service is provided and that the outcomes, particularly in the area of development compliance are of a high standard, consistent with Council and community standards.

### Key Responsibilities of the Role

- Identify non-compliance of development decisions with reference to *the Planning Act 2016*, *the Local Government Act 2009*, *the Environmental Protection Act 1994*, *the Building Act 1975* and Gympie Regional Council Planning Schemes;
- Apply technical knowledge of planning legislation, planning instruments and relevant development codes and policies to make sound decisions about inspection techniques, relevant offences, and suitable penalties;

- Undertake investigations, gather evidence, facilitate resolution of issues, and initiate prompt enforcement outcomes, if required, in accordance with legislation;
- Provide clear and consistent advice and direction, demonstrating transparency, integrity and sound judgement;
- Make recommendations and decisions based on sound risk assessment and apply a proportionate compliance strategy in line with processes and escalations contained in Council Policy, Procedures, and Frameworks that also considers public interest factors;
- Display engaging interpersonal skills to communicate complex concepts in plain language to customers, and build collaborative and respectful relationships with industry stakeholders;
- Display empathy and tact when communicating with residents who are concerned about the impacts of development;
- Build and maintain respectful professional relationships with development industry professionals;
- Maintain clear and factual records that can contribute to legally enforceable compliance outcomes;
- Maintain timely and effective communication with senior staff about investigation outcomes;
- Investigate and respond to complaints from members of the community about non-compliant, planning and land use activities;
- Create positive and meaningful engagement with key internal and external stakeholders, such as partner branches, other government departments and industry players;
- Identify and share potential process improvements with other Council Programs and Branches to contribute to organisational excellence;
- Contribute to the facilitation of positive community outcomes by fostering and maintaining deep, respectful, collaborative relationships with team members and stakeholders both internally and externally;
- Perform all duties in a professional and ethical manner, participate in teamwork, maintain and develop ongoing personal standards and competence, effectively manage own personal work priorities;
- Apply a self-motivated and collaborative approach to resolving or finding solutions to matters or issues which present, and which are not specifically listed as accountabilities; and
- Undertake any other duties, projects or service or development activities as reasonably directed within the scope of the employee's skills, competence and training.
- Provide a proactive post-approval function for customers to ensure compliance with development standards.

## Mandatory Licence/Competency (Ticket) Requirements

- Queensland 'C' Class driver's licence that is current and maintained.

## Essential Knowledge/Skills/Qualifications Criteria

- Knowledge of the Queensland planning, building and environment legislative framework.
- Highly developed conceptual, analytical and problem-solving skills in a specialist technical environment.
- Strong organisational and time management skills to maintain legislative timeframes.
- Highly developed oral and written communication and interpersonal skill to facilitate stakeholder engagement and collaborative problem solving with customers, and to facilitate clear and concise report writing abilities.

## Desirable Knowledge/Skills/Qualifications Criteria

- Diploma or similar qualification in local government investigations and/or planning.

## Physical Requirements of the Position

- an ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg
- an ability to walk up and down stairs whilst occasionally carrying weights up to 15kg
- an ability to clearly hear directions and instructions being provided at normal speech levels.

## Special Requirements

- Occasional out of hours work (including weekends and oncall roster).
- Regular local travel.
- Respond to Emergency/Disaster events in accordance with Council's Emergency Management plans and systems.

## ORGANISATIONAL INFORMATION

### Safety

#### Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

#### Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

#### Related documents

- WHS Policy statement WHSPOL004.

- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

## Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

## Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

## Council's Vision

Gympie Regional Council has a vision for embracing opportunities, promoting wellbeing and celebrating strong communities.

## Council's Values

**Accountability** – We are open, transparent and take responsibility for our actions.

**Communication** – We consult with the community, actively listen to and respond to the input of residents, and keep people informed.

**Customer Service Focused** – We meet the needs of our community in an efficient and effective manner. We strive to continually improve, show empathy and are environmentally aware in our service delivery.

**Integrity** – We act with honesty and respect in all we do and respect all residents, colleagues and visitors.

**Teamwork and Collaboration** – We recognise and support everyone's contributions. We are inclusive and contribute respectfully working as a team. We will care for ourselves and others.

# Position Description



## POSITION APPROVAL AND ACCEPTANCE

### Approved by

Name		Position	
Signature		Date	

### Accepted by

Name			
Signature		Date	

*The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.*