

## Position Description

<b>TITLE</b>	Local Laws Officer
<b>CLASSIFICATION</b>	Band 5
<b>SERVICE UNIT</b>	Approvals & Compliance
<b>DIRECTORATE</b>	Planning & Environment
<b>POSITION NO</b>	Various
<b>POSITION REPORTS TO</b>	Team Leader Local Laws
<b>DATE REVIEWED</b>	October 2019

### POSITION OBJECTIVE

The role of a Local Laws Officer is to provide clear and concise guidance to the community in relation to relevant Acts, Regulations, Local Laws, Manningham City Council services and policies and where necessary progress matters to enforcement in order to achieve satisfactory resolutions and positive amenity outcomes for the community. The Local Laws Officer role works primarily across parking control, local laws, animal management, fire hazards and litter abatement.

### CORPORATE RESPONSIBILITIES

Manningham City Council (MCC) expects all employees to:

- display MCC's Values: working together, excellence, accountable, respectful, empowered
- act in accordance with the Employee Code of Conduct
- adhere to all MCC policies, procedures and guidelines as required
- adopt risk management principles in all decision-making processes and apply in day-to-day activities
- comply with all Occupational Health & Safety policies
- apply the principles of Equal Opportunity in the workplace
- display a willingness to work towards Continuous Improvement.

### KEY RESPONSIBILITIES

#### 1. Approvals & Compliance

- Administer and enforce a range of Acts, Regulations, Rules and Local Laws including but not limited to:
  - Local Laws
  - Animal Management
  - Parking Control
  - School Crossing Supervisor Activities

- Tobacco control
- Nuisance related issues
- Litter abatement
- Planning compliance, as required in limited circumstances

- Encourage and maintain compliance through effective communication and enforcement and where required, prosecution of breaches against Acts, Regulations and the MCC's Local laws.
- Achieve positive outcomes through effective collection and accumulation of evidence for enforcement and where required, prosecution of breaches against Acts, Regulations and the MCC's Local laws.
- Carry out surveillance of Manningham's business districts', outer areas and known dumped rubbish hot spots to monitor and provide litter enforcement from time to time.
- Respond in a timely manner to complaints.
- Enforce provisions of legislation by the issue of Penalty Infringement and other notices.
- Maintain knowledge and understanding of Acts, Regulations and Local Laws relevant to the functions and responsibilities of the Approvals & Compliance Unit.

## 2. Fire Hazards and Environmental Maintenance

- Inspect and take appropriate action in response to the annual fire hazard and noxious weed removal program.
- Supervise contractors employed to clear and remove fire hazards and blackberries.
- Provide assistance to the Municipal Fire Prevention Officer.
- Contribute to the development and implement actions contained in the Manningham Municipal Fire Management Plan (MMFMP).

## 3. Administrative Services

- Contribute to the administration and operational demands of the City Compliance Team.
- Provide advice that is appropriate to the role and function of the City Compliance Team.
- Assist with the training and daily supervision of new personnel and School Crossing Supervisors.

## 4. Out of Normal Business Hours Services

- Work out of normal hours on a roster basis and as required from time to time.

## POSITION REQUIREMENTS

### Accountability and Extent of Authority

- Freedom to act is constrained by established procedures, processes and guidelines with scope to apply discretion in individual situations.
- Assist with the daily supervision of the School Crossing Supervisors.
- Responsible for the provision of specialist advice to the community to ensure they comply with relevant legislation and regulations, subject to supervision by the Team Leader Local Laws and/or Coordinator City Compliance.

### Judgement and Decision Making

- Responsible for decisions, reports, advice and recommendations to the organisation, management and community requiring high level and informed judgement in the relevant areas of responsibility.
- Ability to assess situations, then formulate and analyse a range of options in functional area for consideration by management.

**Specialist Knowledge and Skills**

- Ability to make decisions without guidance and advice in some circumstances. However, guidance and advice is usually available from the Team Leader Local Laws and/or Coordinator City Compliance within time to make a decision.
- Possess problem solving skills using the application of professional and technical knowledge.
- Demonstrated understanding of the concepts of conflict resolution and problem solving.
- Demonstrated ability to develop and implement innovative work practices.
- Ability to compile accurate and timely reports, correspondence and other documentation.
- Competent in the use of computer software including MS Office applications.
- Ability to interpret and implement legislative requirements and an understanding of precedents.
- An understanding of policies and goals of the Approvals & Compliance Unit and of relevant organisational goals.
- Demonstrate ability to self-motivate, work with a minimum of supervision and to be an effective team member.
- Ability to contribute to policy formation of the Unit.
- Ability to conduct interviews, investigate breaches and develop briefs of evidence for consideration.
- Ability to work out of normal hours on a roster basis and as required from time to time.

**Management Skills**

- Demonstrated ability to manage time in planning of work and setting priorities to meet timelines.
- Demonstrated ability to work with minimum supervision and to be an effective team member.
- Ability to provide supervision and on-the-job training, and induct new employees.

**Interpersonal Skills**

- Ability to provide quality customer service and deal with difficult customers.
- Ability to liaise and gain cooperation from all sectors including staff and the community to achieve effective outcomes.
- Highly developed oral and written communication skills, including the ability to write and present complex reports for consideration by management and/or Council.
- Demonstrated understanding of the concepts of conflict resolution and problem solving.
- Use effective advocacy and public relations skills.
- Respond professionally to all enquiries with understanding, showing sensitivity to the needs of people from different economic, social and cultural backgrounds.
- Ability to work effectively as part of a team.

**Qualifications and Experience**

- Certificate IV in Statutory Compliance/Animal Management or previous experience in a similar role.
- Completed or willingness to undertake relevant Law Enforcement Officers Training Courses.
- A tertiary qualification is desirable

### PREREQUISITES

- Drivers licence valid in Victoria
- Valid Working with Children Check

### KEY SELECTION CRITERIA

1. Certificate IV in Statutory Compliance/Animal Management or previous experience in a similar role.
2. Ability to provide quality customer service and deal with difficult customers.
3. Demonstrated understanding of the concepts of conflict resolution and problem solving.
4. Demonstrated ability to develop and implement innovative work practices.
5. Ability to compile accurate and timely reports, correspondence and other documentation.
6. Competent in the use of computer software including MS Office applications.
7. Ability to interpret and implement legislative requirements and an understanding of precedents.
8. Demonstrate ability to self-motivate, work with a minimum of supervision and to be an effective team member.
9. Ability to conduct interviews, investigate breaches and develop briefs for consideration.
10. Ability to work out of normal hours on a roster basis and as required from time to time.