

Position description

Compliance Coordinator

Division:	Liveable Communities
Department:	Environmental Health and Regulatory Services
Reports to:	Manager Environmental Health and Regulatory Services
Number of direct reports:	4
Location:	Yalawanyi Ganya
Grade:	12
Employment status:	Permanent Full-Time
Date approved:	November 2023

Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

Wellbeing	We value safety, security, health and happiness
Integrity	We are open, honest, accountable and take pride in all we do
Sustainability	We use efficiencies, innovation and cooperation to achieve sustainable results
Respect	We work together respectfully ensuring inclusion, equality and open communication

Position Overview

Reporting to the Manager Environmental Health and Regulatory Services the Compliance Coordinator will lead the Compliance Section. The Coordinator is responsible for managing the Compliance function, including supervision of the team, to ensure the achievement of outcomes in line with organisational and departmental strategies, objectives, vision and values.

The Compliance team works to maintain and enhance the wellbeing of our community using an array of techniques to promote and enable compliance with relevant legislation with the key area of focus being unauthorised land use and development.

Key Accountabilities & Duties

- Staff leadership and management including supervision, coaching and development of staff, work planning, performance management, change management and staff recruitment.
- Ensure effective and efficient investigation of land use and development compliance matters through the establishment and maintenance of a best practice approach including coordination of internal and external stakeholders
- Provide specialist technical expertise and professional advice to team members and the Manager Environmental Health & Regulatory Services on Compliance issues.
- Assist with preparing and monitoring the budget for the Compliance team.
- Represent Council in Land and Environmental Court.
- Promote change initiatives and coach and support team members through change processes.
- Contribute to the delivery of the Environmental Health & Regulatory Services Operational Plan.
- Provide a high level of customer service to the community, internal stakeholders and other customers.
- Ensure compliance with relevant legislation and statutory requirements.
- Contribute to a culture of continuous improvement.
- Role model and encourage behaviours that align with Council's Organisational Values.
- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.
- Other duties within the employee's skill, competence and training level, as required to meet business needs.

Essential Requirements






1. Relevant tertiary qualifications in town planning, environmental health, local government investigation or similar.
2. Comprehensive experience in a senior supervisory position, and demonstrated ability to lead and manage the performance of a team of multi-disciplinary professional staff
3. Extensive relevant experience in Compliance investigation within Local Government.
4. Experience in legal case presentation for court proceedings and appearing at court as an expert witness.
5. Demonstrated knowledge of the professional and legislative requirements within the scope of the role and related disciplines that impact on Land use and development compliance.

6. Highly developed interpersonal skills and communication skills with the ability to positively influence outcomes and a proven track record of success in negotiating outcomes, resolving conflict and establishing partnerships
7. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
8. Current Class C Drivers Licence.

Position Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose. More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Adept
	Act with Integrity	Advanced
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Advanced
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Adept
	Procurement and Contracts	Intermediate
 Workforce Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Intermediate
	Lead and Manage Change	Intermediate

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Is a Working with Children Check required for this position?

Yes ☐ No ☒

Is a criminal record check required for this position?

Yes ☒ No ☐