

Position Description

Position Title:	Council Investigations Officer
Directorate:	Planning & Regulatory
Business Unit:	Regulatory Services
Salary Point:	12
Position Reports To:	Senior Planning Investigations Officer
Staff Management:	N/A
Budget Responsibility:	N/A
Date PD Reviewed:	October 2017

Organisation Context of Position

The City of Newcastle employs over 900 staff and is responsible for a local government area of 187km². Newcastle has a population of 148,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, The City of Newcastle has a variety of locations across the City and encompasses three Groups:

- Planning & Regulatory
- Corporate Services
- Infrastructure

The purpose of the Planning & Regulatory Group is to:

- Formulate strategies, policies and programs which optimise the effectiveness of the community's land use.
- Ensure adherence to the statutory planning and development instruments within the Newcastle local government area.
- Coordinate Newcastle's approach to economic growth within the region including promotion of the city's existing cultural facilities.

The Business Units that form part of the Planning & Regulatory Group are:

- Development & Building
- Strategic Planning
- Regulatory Services
- Cultural Facilities
- Libraries

Workplace Health & Safety

WH&S Level	6
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For specific WH&S Responsibilities, Authorities & Accountabilities applicable to this position, the position holder shall refer to the WH&S Responsibilities, Authorities & Accountabilities matrix in the WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WH&S Responsibilities, Authorities & Accountabilities.

Position Responsibilities

1. Carry out investigations into breaches of Acts and Regulations regarding unauthorised development, unauthorised land use, non-compliance with conditions of a development consent, unsafe structures and structures not constructed in accordance with the Building Code of Australia (BCA).
2. Assist in the management of premises regulated under the Local Government Act, including inspections to determine compliance with legislation, codes, standards and guidelines as well as the issuing of related approvals.
3. Actively contribute to the development and review of policies, internal procedure manuals, development control plans and practice guides.
4. Liaise with Council officers, local residents, community, government organisations and corporate bodies and provide specialist advice to achieve sound environmental planning outcomes.
5. Deliver a high standard of regulatory programs for the community and provide consistent and accurate advice to both internal and external customers.
6. Undertake specialist investigative work as directed.
7. Prepare correspondence in the form of reports, memos, letters, notices and orders as required.
8. Perform a peer review of notices, orders and reports prepared by colleagues prior to submission for enforcement action.
9. Develop and maintain a sound working knowledge of legislation related to local government regulatory issues.
10. Maintain close working relationships with customers, professional bodies, other statutory authorities and Council staff, to achieve the long term strategic goals of the Regulatory Services Business Unit and Council.
11. Attending court and giving evidence as required.
12. Promote Council as a competent, efficient and courteous service provider, by consistently delivering high quality outcomes and promoting Council's values of Cooperation, Respect, Excellence and Wellbeing.
13. Use and properly maintain appropriate safety clothing and personal protective equipment at all times.
14. Ensure EEO, the principles for a culturally diverse society and Council policies are complied with at all times.
15. Represent Planning Investigations and Regulatory Services at internal and external meetings, including public forums.
16. On occasion work outside of normal business hours.

Position Selection Criteria

Essential

1. Relevant tertiary qualifications and / or extensive job related experience in the investigation and resolution of customer requests / complaints regarding a range of planning, building and environmental related matters.
2. Relevant tertiary qualifications and / or extensive job related experience in the construction industry or as a health and building surveyor.
3. Experience and demonstrated competence in environmental planning investigation and compliance, and an understanding of the provisions of the Environmental Planning & Assessment Act 1979 and other relevant local government legislation.
4. Effective analytical and innovative problem solving skills.
5. Ability to work in a multi-disciplinary team environment with a strong customer service focus.
6. Strongly developed written and oral communication skills.
7. Excellent organisational and time management skills.
8. Current Class 'C' Driver's Licence.

Desirable

1. Proven experience in dealing with and resolving complex development, building or environmental issues, complaints or enquiries.
2. Experience and demonstrated competence in the assessment and determination of development and / or construction certificate applications including the conduct of routine progress inspections on development projects.
3. Experience and demonstrated competence in the preparation of policy documents in the area of environmental planning building control or investigation management.
4. Tertiary qualifications in construction and/or as a health and building surveyor.
5. Experience in the management of complex investigations and the preparation of the associated reports.