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# Event Compliance Officer

Position description



Date: November 2021

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Northern Grampians Shire Council  
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**Position description**

<b>Position title</b>	Event Compliance Officer
<b>Classification</b>	Band 4
<b>Directorate</b>	Infrastructure and Amenity
<b>Department</b>	Sustainable Development

**Our organisation**

Northern Grampians Shire Council values community spirit, innovation and collaboration. We have implemented a flexible approach to working arrangements and locations that operates on the Microsoft Platform and, where possible, we are upgrading our systems to be cloud-based. This improves efficiency and equips our employees to undertake their roles effectively and efficiently whether they are working in the office or in other locations.

**Position objectives**

This position is responsible for the administration of event registrations and support of event organisers to achieve compliance with all permitted matters in Northern Grampians Shire.

**Key responsibility areas**

- Administer Council's event registration and approval processes.
- Support event organisers to achieve compliance triggered by the proposed event under Legislation and Local Laws administered by Council.
- Provide backfill and additional assistance to the Permit Support team in the delivery of sustainable development services administration.
- Perform, as directed, other duties that are within the limits of the incumbents' skill, competence and training.

**Corporate responsibilities**

- Ensure adherence to Council's Code of Conduct.
- Adhere to Council's OH&S, risk management, equal opportunity, work practices and risk management policies and procedures and act in accordance with the Charter of Human Rights.
- Ensure that information about the activities and direction of the role are communicated to managers and staff within the organisation.
- Ensure all organisational reporting, Council and management meeting requirements are completed accurately and on time.
- Ensure Council's document management and customer-tracking systems are utilised and tasks and correspondence are actioned within required time frames.

## Organisational relationship

Reports to	Team Leader Permit Support
Manages	NA
External relationships	Residents and ratepayers, applicants, government departments, contractors, local businesses
Internal relationships	All Council employees

## Accountability and extent of authority

This position is accountable for:

- maintaining accurate and up to date records in a timely manner
- ensure client confidentiality and security of information as per Privacy Legislation
- preparation and dissemination of accurate information relating to planning and development services activities
- ensuring the quality of work performed and that tasks are performed in an efficient, effective, and accountable manner

This position has the authority to:

- commit expenditure in accordance with the approved department budget
- The freedom to act is governed by clear objectives and/or budgets with frequent prior consultation with Team Leader Permit Support and a regular reporting mechanism to ensure adherence to plans.

## Judgement and decision making

- Ability to make and handle decisions of a routine nature on a day-to-day basis as directed and within Council policies and procedures.
- Judgement is exercised within the framework of policies, established administrative practices and departmental procedures but initiative is required to determine efficient process completion.
- Guidance and advice from the Team Leader Permit Support and other senior staff is always available.

## Specialist skills and knowledge

- Understanding of the functions of the organisation and department, relevant practices, legislation, technology and processes to enable efficient and effective service delivery.

## Management skills

- Demonstrated ability to plan, prioritise and organise work to achieve specific and set objectives within the available resources
- Ability to work in a positive and collaborative way across organisational boundaries.
- Strong administrative skills and ability to meet deadlines to ensure delivery on milestones

## Interpersonal skills

- Demonstrated ability to effectively communicate with customers and employees to provide clear information and training and maintain good customer relations.
- Demonstrated ability to work as a team member and manage oneself in a manner that provides a positive and supportive influence on other employees and the business community

## Qualifications and experience

- Demonstrated experience in a customer service administrative function
- Local Government experience desired

## Selection criteria

1. Experience in customer service administrative roles.
2. A proven ability to plan and organise work effectively and use initiative
3. Ability to communicate effectively and appropriately with diverse range of stakeholders, including community and employees

Conditions of employment

Conditions of employment are in accordance with the *Northern Grampians Shire Council Enterprise Agreement Number 8 – 2018* and Northern Grampians Shire Council policies and procedures.

**Qualifying period** - All Council appointments are subject to a minimum period of employment ("qualifying period") of six months .

**Driving licence** – The incumbent must hold a current driver's licence which allows them to drive within Victoria.

**Medical examination** - All appointments may be required to undertake a satisfactory pre-employment medical examination at Council's expense.

**COVID-19 Vaccination** – It is a condition of your employment that you are fully vaccinated against Covid -19.

**Working with Children Check** - The incumbent must hold a current Working with Children Check.

**Police Check** - All appointments are subject to a satisfactory National Police Record Check.

**Workcover arrangements** - As a condition of appointment to this position, the appointee must disclose pre-existing illnesses or injuries prior to employment and may be required to undertake a medical examination with a Registered Medical Doctor; failure to do this may remove the appointee’s entitlement to any future Workcover compensation.

Document review

Date Approved/reviewed	November 2021
Prepared by	Manager Community Safety and Amenity
Approved by	Chief Executive Officer

Employee Signature

[acceptance\_status]

[acceptance\_date]

[candidate\_name]