# **Event Compliance Officer**

GNORTHERN .

GOUNCIL

**Position description** 

**Date: November 2021** 



#### **CONTACT US**







www.ngshire.vic.gov.au



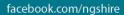
(03) 5358 8700



PO Box 580 Stawell VIC 3380

#### **CONNECT WITH US**







@ngshire



@northerngrampiansshire



# **Position description**

**Position title** Event Compliance Officer

**Classification** Band 4

**Directorate** Infrastructure and Amenity

**Department** 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 preexisting 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]