

TITLE	Senior Development Compliance Officer
POSITION NUMBER	037
DIVISION/DIRECTORATE	Planning & Environment
DEPARTMENT	Environment, Sustainability & Compliance
TEAM	Compliance & Regulatory Services
REPORTS TO	Coordinator, Compliance & Regulatory Services
DATE EFFECTIVE	March 2024

POSITION OBJECTIVE

- This position is responsible for carrying out the statutory enforcement of relevant Acts and regulations.
- Assist the Compliance and Regulatory Services Coordinator in preparing advice and recommendations put forward to management and to Council, as well as providing compliance advice to customers and stakeholders, both internal and external.

KEY RESPONSIBILITIES AND DUTIES

- Undertake inspections, investigations, and statutory enforcement in response to service requests; within delegated powers and legislative instruments; relating to unauthorised land use and unauthorised building works, and prepare responses to stakeholders, Councillors, Council staff and residents and other parties within required timeframes.
- Investigate and action development not progressing in accordance with the approved plans and/or conditions of consent.
- Participate in a team environment in programmed inspections related to restricted premises and boarding houses and be available for after-hours inspections as required.
- Represent Council as the investigating officer and/or as an expert in Court.
- Provide technical advice and services to assist the Compliance and Regulatory Services Coordinator, as well as providing building and compliance advice to customers and stakeholders, both internal and external.
- Issue Notices and Orders under Environmental Planning and Assessment Act 1979; Local Government Act 1993; Protection of the Environment Operations Act 1997; Swimming Pools Act 1992; and any other relevant Acts to achieve compliance and to manage prosecutions in the Local court and/or Land & Environment Court.
- Assist the swimming pool compliance team as required with inspections of pool safety fences to ensure compliance with legislative requirements and public safety.
- Maintain Pathways, CRM, and TRIM or similar with information relating to inspections, investigations, compliance, and enforcement actions.
- Ensure that council policies, plans and statutory provisions relevant to the position are consistently applied and implemented.
- Ensure to take reasonable care of the health and safety of yourself, staff, visitors, contractors, and volunteers whilst at work, and cooperate with Council to comply with WHS legislative obligations.
- Ensure EEO, the principles for a culturally diverse society, and Council policies are complied with at all times.

- Contribute to improved customer service and organisational effectiveness, by acting ethically, honestly and with fairness.
 - Effective liaison with other Council staff at all levels within the organisation including management, members of the Environmental Health and Development Control Teams, other staff in the Regulatory Services Unit, as well as the community.
 - Represent Council at internal and external forums.
 - Prepare information and factsheets on technical matters relating to buildings land use, planning, and building compliance matters.
 - Provide and promote effective and courteous service to all customer enquiries
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- Ensure that appropriate information is provided in a timely manner to the community and other individuals, agencies and groups as required.
 - Identify and participate in continuous improvement programs and activities (i.e. policy development, process/system improvement and cultural change).
 - Contribute to the team environment and consider options for business improvement through reviewing processes and procedures to provide a high level of customer service

KEY PERFORMANCE INDICATORS AND OUTPUTS

- Respond to all resident and counsellor enquiries within a 24-hour timeframe
- Provide timely and accurate assessment of applications for certification
- All development compliance matters are managed in a timely manner
- Maintain and hold an annual fire certification
- Conduct regular inspections, assess, and make recommendations for compliance related matters within relevant timeframe

ORGANISATIONAL RELATIONSHIPS

Reports to:	Compliance & Regulatory Services Coordinator
Supervises:	N/A
Internal Stakeholders:	Place Planning, Development, Finance, Property, Customer Service, Information Technology
External Stakeholders:	Members of the public/residents, State Agencies

ADDITIONAL INFORMATION

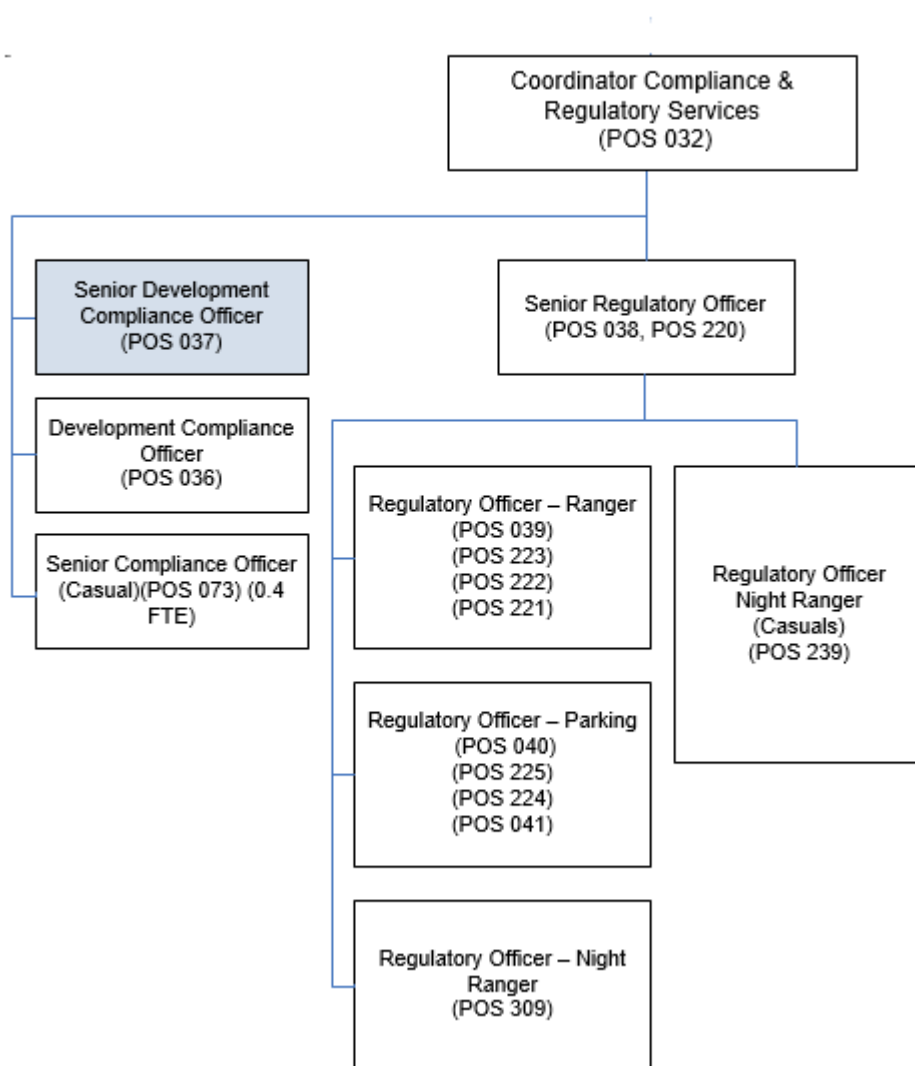
- You will comply with and follow all Workplace Health and Safety requirements as set out in all relevant policies, procedures, legislation, and Acts.
- You may be provided with or use equipment that contains electronic monitoring devices.
- In line with the Local Government (State) Award 2023, the employer may direct the employee to carry out such duties within the limits of the employee's skill, competence, and training.

SKILLS AND ATTRIBUTES

- Knowledge in Building Compliance or investigations.
- Working knowledge of legislation relevant to the position, including but not limited to, the Local Government Act 1993, and the Environmental Planning and Assessment Act 1979.
- Demonstrated written and verbal communication skills as well as interpersonal, negotiation and conflict resolution skills.

- Demonstrated knowledge and skills in operation of various software and computer systems (e.g.: office Word, Excel, Outlook, and Pathways, GIS, ICON) and specific technology (e.g.: Digital Cameras and Video equipment).
- Demonstrated commitment to working in a team environment with continuing professional development.

ORGANISATIONAL CHART



QUALIFICATIONS

- Tertiary qualifications in Building Surveying, Town Planning, Investigations, or related discipline
- Current accreditation with Building Professionals Board (BPB) and PCA qualifications.

KEY SELECTION CRITERIA

- Qualifications as above
- Prior experience in building and compliance regulatory and/or enforcement roles
- Current and unrestricted Class C Drivers Licence (NSW or equivalent)

- Demonstrated experience in resolving compliance issues and an ability to negotiate and mediate on contentious matters, with the ability to meet strict deadlines.
- Demonstrated understanding and knowledge of the relevant regulations such as the Environmental Planning and Assessment Act, Protection of the Environmental Operations Act, Local Government Act and Swimming Pools Act.
- Demonstrated understanding of the Building Code of Australia and relevant Australian Standards.
- Excellent written and verbal communications skills and the ability to deal with a diverse range of customers in a professional and empathetic manner.
- Proven ability to work effectively as an individual or in a team environment.
- Sound computer literacy, proficient in using personal computers and Microsoft Office packages.

APPROVAL OF POSITION DESCRIPTION

- This position description has been reviewed and accurately describes the job.
- Job qualifications and accountabilities are relevant to the position.

Employee: _____	
Signature: _____	Date: _____
Manager: _____	
Signature: _____	Date: _____