

# POSITION DESCRIPTION

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| **Position Title** | Compliance Officer |
| **Position No.** | 499 |
| **Position Status** | Permanent Full-time |
| **Business Unit** | Land Use Planning |
| **Division** | Development |
| **Classification** | Band 5  Terms and conditions of employment are in accordance with the current Wellington Shire Council Enterprise Agreement |
| **Date Approved** | October 2019 |
| **Approved By** | General Manager Development |

**WELLINGTON SHIRE COUNCIL VALUES**

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| **Cooperation** | Working together, teamwork, collaboration and being solution-oriented. |
| **Integrity** | Acting with respect, honesty, reliability, trust, tolerance and understanding. |
| **Balance** | Demonstrating fairness, equity and flexibility. Consider work-life balance and balancing community needs against resources. |
| **Professionalism** | Personal development and meaningful work, being competent, innovative and courageous, focus on excellence and continuous improvement. |

**POSITION OBJECTIVE**

The Compliance Officer conducts audits of planning permits and investigates complaints regarding non-compliance with the Wellington Planning Scheme and relevant planning controls and takes appropriate enforcement action as needed.

**ORGANISATIONAL RELATIONSHIPS**

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| **Reports to** | Coordinator Statutory Planning |
| **Supervises** | NIL |
| **Internal Liaisons** | All Council staff |
| **External Liaisons** | Victorian Civil and Administrative Tribunal, Department of Justice, Victoria Police, legal representatives, government departments/authorities and agencies, and the general public |

**DELEGATIONS/AUTHORISATION**

This position has delegations / authorisation to exercise power as conferred by section 98(1) of the Local Government Act 1989 and other legislation referred to in [S6 Instrument of Delegation](http://intranet.wellington.vic.gov.au/Page/Download.asp?name=S6_Instrument_of_Delegation_to_Members_of_Council_Staff_-_3_March_2015.pdf&size=474619&link=../Files/S6_Instrument_of_Delegation_to_Members_of_Council_Staff_-_3_March_2015.pdf) to Members of Council Staff, [S7 Instrument of Sub-delegation](http://intranet.wellington.vic.gov.au/Page/Download.asp?name=S7_INSTRUMENT_OF_SUB_DELEGATION_28_AUGUST_2015.pdf&size=1522050&link=../Files/S7_INSTRUMENT_OF_SUB_DELEGATION_28_AUGUST_2015.pdf) by the Chief Executive Officer to staff or [S11 Instrument of Appointment and Authorisation](http://intranet.wellington.vic.gov.au/Page/Page.asp?Page_Id=1200&h=0).

**QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE**

**Accountability and Extent of Authority**

* Carry out planning permit audits and planning enforcement activities in accordance with approved delegations and under supervision of the Coordinator Statutory Planning.

**Judgement and Decision Making**

* Deal with a range of enforcement issues within the scope of relevant planning instruments, policies and delegation and uses experience and skills to resolve issues as required.

**Specialist Knowledge and Skills**

* Technical knowledge of enforcement requirements and procedures under the Planning and Environment Act 1987, the Victorian Civil and Administrative Tribunal Act 1998 and other relevant legislation.
* Ability to interpret the provisions of the Wellington Planning Scheme.
* Experience in the use of Microsoft Office Suite of products and experience in use of a computer based data system and geographic information systems.
* Understanding and experience with VCAT and Court Prosecution processes and relevant investigative processes.

**Management Skills**

* Ability to manage time, set priorities and achieve objectives despite conflicting pressures.
* Capable of working independently and as part of a multi-disciplinary team.

**Interpersonal Skills**

* Clear, concise and effective written and verbal communication skills.
* Strong conflict resolution skills.

**Qualifications and Experience**

* Experience in law enforcement and/or planning compliance processes is preferred.
* Current driver’s license

**The ability to obtain and maintain the following qualifications, registrations, certifications:**

* Current driver’s license

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| **PEOPLE - RESPONSIBILITIES**  Developing people, assigning work, setting work environment, monitoring performance, developing own and team's accountabilities. |

* Encourage and maintain positive working relationships with all colleagues to ensure a professional and collaborative working environment.
* Support colleagues and coordinator/supervisor as required to achieve overall team goals, Corporate Performance Indicators (CPI’s), service levels and other targets.
* Work in a manner that ensures adherence to Council policies and Occupational Health and Safety requirements incl. task analyses (if applicable).

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| **OPERATIONAL - RESPONSIBILITIES**  Developing technical knowledge, monitoring technical systems, managing stakeholder relationships. |

* Effectively see all tasks through to completion in line with individual CPIs, service levels and other targets.
* Work within agreed plans, policies and processes including safe work practices.
* Identify and report opportunities for increasing efficiency and/or effectiveness as per Wellington Excellence to ensure continuous improvement.
* Demonstrate a commitment to effective internal and external customer service.
* Maintain currency of technical skills and knowledge to ensure work is performed as per the requirements of the role.
* Maintain complete and accurate records of all work related activities including documentation and administration as per the Councils records management policy and adherence to the written style guide.
* Be familiar with and understand the strategic and operational risks relating to your business unit, advise supervisors of any new risks you may identify, and provide input, assistance and advice where applicable.

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| **SCHEDULING - RESPONSIBILITIES**  Aligning strategy to team outputs preparing plans, reporting on performance against plans, managing budget, planning and allocating resources, scheduling team’s work. |

* Regularly monitor and report on work and activity progress against individual and team corporate performance indicators and project targets.
* Understand the contribution of own work towards the achievement of team, business unit and strategic organisational goals.
* Assist with emergency related functions, by mutual agreement, in the event that the Municipal Emergency Management Plan (MEMP) is enacted, including the provision of emergency response, relief and recovery services to the community.

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| **POSITION SPECIFIC - RESPONSIBILITIES** |

* Conduct audits of planning permits to determine compliance with planning permit conditions, endorsed plans and the provisions of the Wellington Planning Scheme in accordance with CPIs.
* Investigate complaints relating to planning enforcement matters and take appropriate enforcement action in accordance with legislative requirements and delegations, including where necessary, prosecution at the Magistrates Court and seeking enforcement orders at the Victorian Civil and Administrative Tribunal when required.
* Contribute to the establishment and maintenance of a database of planning enforcement matters including electronic and hard copy file records of investigations and planning audits in accordance with CPIs.