

Local Laws Assistant POSITION DESCRIPTION



Position Number:	2956 / 4004 / 4003
Department:	Communities and Lifestyle
Section:	Planning and Regulatory Services
Unit:	Local Laws
Position Status:	Fixed Term Full Time / Casual
Classification:	Level 2 – Rockhampton Regional Council Certified Agreement 2022 – Internal Employees
Reports To:	Supervisor Local Laws
Revised:	March 2024

General Position Statement

This position supports Council's direction by administrating and reporting on compliance issues in regard to Council Local Laws, delegated State Legislation and other Legislation as directed by Council in a professional, efficient and confidential manner, ensuring the development of good working relationships with all staff and the public.

This role will work with stakeholders both internal and external, ensuring that Council builds a culture of intelligent based compliance.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Respond to, schedule and investigate reported breaches of Local Laws and other Legislation in consultation with Local Laws Officers.
- Undertake operational and proactive patrols and respond to situations as required.
- Maintain a register of all reported incidents or patrols and provide reports as required.
- Gather and exchange information within the community, and record, organise and analyse the information.
- Assist in compiling legal briefs and other reports and make recommendations for further action to senior officers.
- Perform administrative duties in support of operational responsibilities ensuring designated timeframes are met and applying professional judgement in the issuing of regulatory authorisations.
- Assist in compiling operational briefing in relation to major incidents.
- Assist in compiling warrant application for approval and assist in execution of warrants under Local Laws and other legislation.
- Assist in managing legal actions resulting from compliance investigations.

Local Laws Assistant POSITION DESCRIPTION



- Issue and follow up on Compliance and Penalty Infringement Notices in relation to breaches of Local Laws and other Legislation in consultation with Local Laws Officers.
- Carrying out systematic inspections in relation to Local Laws compliance under the direction of a supervisor.
- Provide evidence and appear in Court on behalf of Council where prosecution or other action results from breaches of Local Laws and other Legislation as required.
- Provide general advice to the public in relation to Council's Local Laws and other Legislation ensuring communication strategies meet client needs.
- Provide prompt identification and appropriate action in relation to the seizure of animals, including the collection and care of animals in consultation with Local Laws Officers.
- Exercise professional judgement, initiative, confidentiality and sensitivity in the performance of the role.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Ability to collect, impound and care for animals.
- Developing knowledge of statutory requirements relevant to the work area.
- Knowledge of procedures, policies and operational methods of the work area.
- Developing analytical skills with the ability to interpret data and produce intelligent products including maps and graphs.
- Good interview, negotiation, conflict resolution, problem solving and liaison skills.
- Ability to operate remotely when out in the field and act as an independent operator as required.
- Ability to effectively operate Council's computer systems including Ci Anywhere Suite (R1 and ECM), Pathway and the MS Office Suite.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.

Local Laws Assistant POSITION DESCRIPTION



- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.

Qualifications

- Ability to obtain qualifications in Certificate IV in (Local) Government: Statutory Investigation and Enforcement (or related discipline) and/or experience in Local Law investigation, enforcement and animal control.

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development*.

Work Environment and Physical Demands

- This position is an outdoor role and will require the employee to carry out physical tasks which may include manual handling of up to 25kg, repetitive bending, kneeling, twisting and/or squatting.

Additional Requirements

- Ability to work in an office and outdoor environment.
- Ability to work on an 'on call' roster including after hours and weekends as required.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised against Hepatitis A&B, Tetanus and Qfever.

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

Local Laws Assistant POSITION DESCRIPTION



Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	