

Local Laws Compliance Officer POSITION DESCRIPTION



Position Number:	3856
Department:	Community Services
Section:	Planning and Regulatory Services
Unit:	Local Laws
Position Status:	Fixed Term Full Time
Classification:	Level 3 – Rockhampton Regional Council Certified Agreement 2018 – Internal Employees
Reports To:	Supervisor Local Laws
Revised:	March 2020

General Position Statement

This position supports Council's direction by administrating and reporting on compliance issues in regards to Illegal Dumping, 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 in the field of illegal dumping.

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 illegal dumping incidents and other breaches of law.
- Undertake routine inspections of hot spots for illegal dumping.
- Monitor and analyse past and current illegal dumping activities.
- Develop and maintain a register of all reported illegal dumping incidents and provide monthly reports as required.
- In conjunction with the Supervisor, assist in developing a project plan covering illegal dumping.
- Assist in developing and reviewing the illegal dumping procedure and factsheets.
- Build relationships with internal and external customers to ensure that illegal dumping is being reported.
- Compile legal briefs and other reports and make recommendations for further action to senior officers.
- Assist in managing legal actions resulting from compliance investigations.
- Issue and follow up on Compliance and Penalty Infringement Notices in relation to breaches of Illegal Dumping, Local Laws and other Legislation.

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- Provide evidence and appear in Court on behalf of Council where prosecution or other action results from breaches of Local Laws and other Legislation.
- Interpret and provide general advice to the public in relation to Illegal Dumping, Council's Local Laws and other Legislation.
- Exercise professional judgement, initiative, confidentiality and sensitivity in the performance of the role.
- Deal with operational/service related complaints/issues to ensure prompt identification and appropriate action.
- Ensure relevant documentation is completed within designated timeframes.
- May be required to supervise and/or assist lower classified officers.
- 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

- Demonstrated ability to respond and investigate breaches of law including illegal dumping incidents.
- High level knowledge of statutory requirements relevant to the work area.
- Thorough knowledge of policies, procedures and operational methods of the work area.
- Excellent 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 out in the field and act as an independent operator.
- 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.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.

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Qualifications

- Ability to obtain qualifications in Certificate IV in (Local) Government: Statutory Investigation and Enforcement (or related discipline) and/or demonstrated 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.
- 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.

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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:	