



## MOUNT ISA CITY COUNCIL POSITION DESCRIPTION

<b>POSITION:</b>	Regulatory Officer
<b>EMPLOYMENT STATUS:</b>	Full Time
<b>AWARD CLASSIFICATION:</b>	Level 4 <i>Queensland Local Government Officers' Award 1998</i> in conjunction with Mount Isa City Council's Certified Agreement
<b>DEPARTMENT:</b>	Executive Services
<b>SECTION:</b>	Development and Land Use

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### POSITION OBJECTIVE

This position is responsible for promoting, identifying and investigating building, town planning & land use compliance matters within the Development & Land Use section in accordance with the relevant Local and State legislation and associated codes and regulations.

The responsible officer shall carry out all tasks in a manner that ensures appropriate outcomes are achieved whilst maintaining a professional relationship with all stakeholders.

### ORGANISATIONAL RELATIONSHIPS

Reports to: Manager Development and Land Use

Supervises: Nil

### REQUIREMENTS OF THE POSITION

#### Skills, Knowledge and Experience

- Ability to read, interpret and apply legislation.
- High level planning, organisational and time management skills;
- High level of confidentiality and ability to exercise discretion in a professional manner;
- Excellent written and interpersonal communication skills with a high level of customer service aptitude;
- Experience relating to building/planning is highly desirable.
- Experience in Local Government is highly desirable.
- Proficient in Microsoft Suite of programs.

#### Qualifications

- Certificate IV in Government Investigations (regulatory compliance specialisation) or other relevant qualification or demonstratable experience, or ability to acquire (desirable);
- Pool Safety Inspector Licence or ability to acquire (required);
- Qualifications relating to building/planning is highly desirable.
- Current "C" class Driver's Licence or ability to acquire a licence prior to officially commencing in the role;
- Possession of a current General Construction Induction 'White Card' or ability to acquire.
- Must be willing to obtain an Authorised Persons card within probationary period.

#### Training

- Must be willing to undertake and successfully complete training deemed essential for the position in accordance with Council's Training Matrix.

## **KEY RESPONSIBILITIES**

This position is responsible for the following areas and includes but is not limited to:

- Identification, investigation, inspection and any subsequent duties relating to building, town planning and land use compliance issues;
- Preparation of evidence relating to enforcement action taken by Council;
- Give evidence in a range of legal proceedings relating to building, town planning and land use matters, including preparing for proceedings, presenting evidence, and following up outcomes of proceedings;
- Actioning matters relating to pool safety, including the following;
  - Carrying out inspections of swimming pool barriers,
  - Preparing inspection results and investigation reports,
- Relaying requirements in accordance with Pool Safety Standard (Australian Standard AS 1926.1:2007 as modified by the Queensland Development Code Mandatory Part QDC MP 3.4). Actioning of non-compliance including preparation of correspondence and notices (Letter of Advice, Show Cause Notices and Enforcement Notices and seeing matters through to completion.
- Provide written and verbal advice to Council in relation to building, town planning and land use compliance matters;
- Administrative duties;
- Customer Service to both internal and external customers;
- Maintaining and developing templates, procedures and the like;
- Follow any other lawful and reasonable directives provided by your Supervisor or more senior officer;
- Council reserves the right to change these duties at any time;
- Required to undertake the responsibilities of an authorised person to exercise powers to achieve public compliance (pursuant to local government legislation).

## **Physical Requirements**

- Physically capable of carrying out on-site inspections in all reasonable weather conditions and terrains;
- Ability to occasionally lift weights;
- Ability to sit for extended periods of time.

This position requires the incumbent to maintain a level of fitness to be capable of carrying out the physical requirements of the position.

## **KEY PERFORMANCE INDICATORS**

- Relevant qualifications or demonstratable experience;
- Successfully identify and effectively process compliance matters within set timeframes and to ensure continual improvement in compliance issues;
- Develop internal procedures and or policies to effectively promote and assist with Development and Land Use section's compliance matters;
- Understands and complies with Council policies and procedures.

## **DELEGATION AUTHORITY AND ACCOUNTABILITY**

- As per Council's Delegations of Authority;
- Authorise expenditure in accordance with Council's Procurement Policy;
- Other delegations as determined by the CEO or Council.

## **ORGANISATIONAL COMMITMENTS**

To comply with the requirements of all Mount Isa City Council policies and procedures as amended from time to time, including but not limited to:

- Comply with customer service standards;
- Comply with Council's Code of Conduct;
- Comply with and actively promote and ensure compliance with Council's EEO Policy;
- Comply with Human Resources policies and procedures;
- Comply with Work Health & Safety legislation, policies and procedures;
- Comply with Records Management policies and procedures.

## **WORK HEALTH AND SAFETY**

All employees of Council have a legal obligation to comply with Work Health and Safety legislation including Council's Work Health and Safety Management System; Safeplan and Council policies, procedures and work instructions. This framework is established to ensure the health and safety of employees, contractors, visitors, volunteers and the public.

Employees are required to perform all work and associated functions in a safe manner and to identify and report any concerns, near misses and incidents/accidents to Council's WH&S Officer and Supervisor.

## **GENERAL**

All employees must comply with all reasonable and lawful directives given in the workplace and must undertake other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

Position Descriptions do not provide a definitive list of duties and responsibilities and as such Council reserves the right to alter this position description from time to time. Council expects employees to accept variations to their work within the classification level therefore Council may initiate changes through consultation with the position holder. On an annual basis the employee and appropriate Supervisor/Department Manager should review the position description for currency.

MOUNT ISA CITY COUNCIL  
Regulatory Officer Development & Land Use

**SELECTION CRITERIA – Regulatory Officer**

SELECTION CRITERIA		WEIGHTING (%)
SC1	Previous experience in a building compliance position and demonstrated experience in investigating compliance matters including the ability to interview persons, make appropriate records and negotiate and resolve conflict	20%
SC2	Demonstrated experience in reading, interpreting and applying legislation and policies to ensure compliance	20%
SC3	Possess or ability to acquire, Certificate IV in Government Investigations (Regulatory compliance specialisation), Construction Industry 'White Card' and Pool Safety Inspector Licence or relevant qualification or demonstratable experience.	20%
SC4	High level of skills in both written and interpersonal communication skills	20%
SC5	Demonstrated excellent time management skills and confidentiality	15%
SC6	Demonstrated ability in the use of Microsoft suite of applications	5%

**AUTHORISATION**

Chief Executive Officer: David Keenan

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date originated: 29 May 2013

Date reviewed: 22 April 2021

**EMPLOYEE DECLARATION**

I, the undersigned acknowledge receiving a copy of the Regulatory Officer Position Description:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_