

Regulatory Officer

Position Outline

Position	Regulatory Officer
Work Location	23 West Street, Council's Administration Building
Directorate	Community Services
Section	Development and Land Use
Reports to	Manager, Environment, Regulatory Services and Land Use
Annual Salary Band	\$80,234.00 – \$85,431.00
Classification	Level 4, Mount Isa City Council Certified Agreement 2018
Engagement Type	Full-Time, Ongoing

POSITION OBJECTIVE

This position is responsible for promoting, identifying, and investigating building, town planning, and 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.


POSITION REQUIREMENTS

- 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. Pool Safety Inspector Licence or ability to acquire (required).
- 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
- Demonstrated experience in reading, interpreting and applying legislation and policies to ensure compliance
- Demonstrated excellent time management skills and confidentiality.
- Demonstrated ability in the use of Microsoft suite of applications

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 inspections of swimming pool barriers, preparing inspection results and investigation reports, relaying requirements in accordance with Pool Safety Standard, 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.
- Customer Service to both internal and external customers.
- Maintaining, developing, and updating templates, policies, procedures relevant to the Regulatory Officer position.
- 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).

KEY PERFORMANCE INDICATORS

- All assigned tasks are conducted in a timely and effective manner.
- 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.
- Conduct relevant inspections and investigations pursuant to the relevant legislation in a professional and timely manner.

WORK HEALTH AND SAFETY

All employees of Council have an obligation to comply with Work Health and Safety legislation including Council's Work Health policies, procedures, and work instructions.

WHAT'S IN IT FOR YOU?

When joining Mount Isa City Council, you are provided with pathways and opportunities to grow and achieve your potential. Eligible employees can access our Employee Assistance Program, elect to join our free Immunisation Program, and enjoy sporting reimbursement opportunities. Full-time employees receive 5 weeks annual leave (pro-rata to part-time employees, *not applicable to casual employment*) to enjoy time outside the workplace!

WE AT ISA...

We consider our values vital in how we serve our community. Mount Isa City Council's values are Integrity, Service and Accountability.

INTEGRITY

SERVICE

ACCOUNTABILITY

HOW TO APPLY

What to include in your application:

Please provide the following information to the panel to assess your suitability:

- Write a maximum 2 pages on how your experience, abilities, knowledge, and personal qualities meet the position requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years.

Submitting your application:

- Submit online at: <https://www.mountisa.qld.gov.au/current-vacancies>; or
- Email Human Resources on hr@mountisa.qld.gov.au
- *Both word and PDF are accepted file formats.*

Please note that:

- Council undertakes a range of checks and assessment methods to assist in selection, including criminal history checks, pre-employment medical etc.
- Mount Isa City Council is an Equal Employment Opportunity employer. Council strongly encourages all suitable applicants to apply for this role.
- ***Applicants must be eligible to live and work within Australia.***

Creation Date	29 May 2013
Reviewed Date	22 November 2023
Contact	Human Resources 07 4747 3389
Closing date	12 December 2023