

PART 1 – POSITION DETAILS

Position Title	Building Compliance Officer
Position Number	Various
Division	Planning & Place
Business Unit	Environmental Compliance
Pay Rate	Northern Beaches Grade I
Reports to	Team Leader, Building Control
Hours	70 hours per fortnight
Status	Permanent
Date of last review and update	February 2020

NORTHERN BEACHES COUNCIL'S VISION

Our Vision is “Delivering the highest quality service, valued and trusted by our community” critical to this are our values of Trust, Respect, Integrity, Teamwork, Service and Leadership.

DIVISION

Planning & Place

The Planning & Place Division is responsible for a range of functions which support the whole of Council to deliver high quality services to our Northern Beaches bush land, rural and coastal community. The Division comprises of the following business units – Development Assessment, Strategic & Place Planning, and Environmental Compliance.

PART 2 – BUSINESS UNIT OVERVIEW

The Environmental Compliance Business Unit

The Environmental Compliance Business Unit delivers regulation, enforcement, and education services that protect the public, the environment and groups such as residents, tenants, workers and businesses.

This Business Unit is involved with the investigation and enforcement of legislation, council policy, and customer requests in relation to parking and companion animals, public health and pollution matters, building/development, land use and fire safety, as well as providing private certification services.

The Environmental Compliance Business Unit encompasses the following services:

- Environmental Health
- Building Control
- Rangers

- Regulatory Support
- Business Support

The Unit is committed to providing a high-quality service to all stakeholders, including our community, the Leadership Group, other council staff and the Council. The Unit strives to use better practice methods and procedures whilst developing and implementing new ways to conduct day to day operational duties to improve efficiency whilst maintaining Council's core values.

PART 3 – ROLE PURPOSE & KEY RESPONSIBILITIES

Role Purpose

Reporting to the Team Leader Building Control set within the Building Control team, the Building Compliance Officer is responsible for undertaking compliance related investigation into both the built and natural environments on behalf of Council. The Building Compliance Officer will deliver prompt and accurate investigations of complaints and undertake the appropriate enforcement action in relation to compliance related matters, with full consideration to statutory constraints.

The Building Compliance Officer is required to provide quality customer service, safeguard public safety, and create value for the community and to ensure efficient and effective service delivery. The investigative outcomes, particularly in the area of built and natural environments are to be carried out in a fair and transparent manner, consistent with Council policies and community expectations.

Key Responsibilities

- Investigate and enforce unauthorised land use, unauthorised building works and non-compliances with development consents to ensure compliance with the relevant statutory requirements and Council policies. Apply and enforce the provisions of the *Environmental Planning and Assessment Act 1979*, *Local Government Act 1993*, *Swimming Pools Act 1992*, *Protection of the Environment and Operations Act 1997*, Local Environmental Plans, Building Code of Australia, Development Control Plans and all other applicable Acts, codes, standards, controls and Council policies.
- Issue Notices and Orders, penalty infringements and apply cost compliance notices where appropriate.
- Represent Council before the Land and Environment Court and Local Court, as appropriate.
- Prepare general correspondence and reports and make recommendations to Council on compliance matters relating to the built and natural environment.
- Respond to politically sensitive and significant compliance related matters under the supervision of the Team Leader Building Control.
- Prepare accurate and timely investigation reports to enable informed decisions to be made in relation to investigations of unauthorised land use, building and development compliance matters.
- Ensure that building works are constructed in compliance with conditions of development consents and in accordance with the approved plans, while ensuring breaches to planning and building controls are quickly determined and rectified by appropriate action.
- Liaise with internal and external stakeholders to facilitate meetings and cross functional professional involvement to respond to compliance matters.
- Maintain a high level of customer service while completing duties and responding to enquiries, via email and telephone requests.

- The incumbent is required to exercise discretion in accordance with the various Acts and regulations and provide information on development and building control matters to the Manager, Executive Manager and other Council Divisions and the public.
- Prompt investigation of complaints and compliance matters and the making of recommendations and actions to ensure compliance.

People Leadership

- Role model the Northern Beaches Councils values and behaviours.
- Encourage and support all staff within the team and build relationships with other internal staff to ensure the effective operation of the team.
- Provide advice knowledge and advice on the resolution of compliance matters.
- Communicate regularly with members of the team both informally and formally.
- Be aware of the well-being of other staff within the team.

Operational

- Ensure compliance with Council processes and procedures.
- Provide advice to Team Leader Building Control on matters at hand.
- Accountable for accurate and effective decision making matters relating to compliance.
- Ensure compliance with relevant federal, state, local and statutory regulations including the requirements of the Code of Conduct, Equal Employment Opportunity (EEO) principles, the Work Health and Safety (WHS) Act, the Local Government Act and the requirements of ICAC.
- Learn, promote and ensure compliance with Work Health and Safety policies and procedures.

Business Performance

- Identify areas of improvement in relation to compliance investigation matters.
- Actively participate and contribute toward consistent investigation of compliance matters.
- Committed to delivering on the business unit's strategic and corporate goals and targets.

**** Whilst this position description covers the key areas of responsibilities, this list is not exhaustive. Day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably and within the limits of individual skills, competence and training).*

PART 4 – ESSENTIAL CRITERIA

Educational & Experience Requirements

- An appropriate tertiary qualification in Planning, Building Surveying, Environmental Health/Science or equivalent professional discipline.
- Investigations experience, evidence gathering and undertaking investigations, ideally within a compliance context, with an emphasis placed on buildings and natural environment investigations or similar.

Capabilities & Knowledge

- A detailed understanding of the NSW planning and development legislation including relevant Acts, Regulations, Local Environment Plans and applicable Standards.
- Proven ability to read and interpret development consents (DA) including conditions of approval and associated plans.
- Experience in evidence gathering and undertaking investigations and issuing of Notices / Orders and Penalty Infringement Notice's relating to compliance matters.

- Highly developed skills in effective communication and conflict resolution / mediation techniques and negotiation.
- Demonstrated use of computer skills and a high level of oral and written communications skills including the ability to write clear, accurate detailed reports on incidents or investigations and prepare external correspondence.
- Sound mediation and problem solving skills.
- High level of time management skills and ability to manage multiple tasks.
- Demonstrated commitment to EEO, WHS and ethical practice principles.
- Current Class C (minimum) Driver's Licence.

PART 5 – DESIRABLE CRITERIA

- Working within a local government context
- Building industry experience
- Cert IV in Government (Investigations) or equivalent
- Building Professional Board Accreditation (A4, A3 or E1)
- Knowledge and experience in bushland management and working with the natural environment