

Kingborough Council Information Package for Applicants



Position: Compliance Technical Officer,
Position Number 000664

Employment Status: Ongoing, Full Time

Department: Governance, Recreation & Property Services

Applications Close: 19 May 2024

Further Information: Scott Basham – Manager Legal & Property
on 03 6211 8200.



KINGBOROUGH COUNCIL
www.kingborough.tas.gov.au

Our Municipality

Kingborough offers a fantastic lifestyle offered on the picturesque south east coast of Tasmania. Located an easy 15-minute drive south of the capital city Hobart, Kingborough is one of the fastest growing areas in Tasmania. With a population of around 40,000, Kingborough offers a wonderful family lifestyle, including quality educational facilities, sporting and recreational services, service clubs and shopping centres. The strong growth in population is reflected through the significant number of housing approvals in the municipality over the last 10 years. On average, Council approves more than 200 new dwellings per year.

Kingston is the major commercial, retail and administrative centre for the Municipality. Local industries include fish processing, aquaculture, tourism, viticulture, boat building, civil engineering as well as the Australian headquarters for Antarctic Research, the Antarctic Division.

Kingborough Council operates from the Civic Centre at 15 Channel Highway, Kingston. It also has a Service Centre at Alonnah on Bruny Island and a Works Depot at Kingston. The municipality comprises over 19,000 rateable properties and the Council has an estimated consolidated income of approximately \$44M.

Council employs around 220 staff in managing and delivering a wide range of services including planning and development, environment and infrastructure, and recreational and community services. Facilities managed by the Council include the multi-complex Kingborough Sports Centre, and an extensive network of sporting grounds, natural assets and reserves, local halls, and community facilities.

Council has recently implemented two major development projects, Kingston Park and Transform Kingston, for the revitalisation of the central business district in Kingston. Kingston Park is an 11-hectare Council owned property that is being developed in accordance with a master plan that provides for a mix of commercial and residential uses, together with public open space, and community and cultural facilities. At the heart of Kingston Park is the Kingborough Community Hub and the Kingston Park playground that draws on the natural Tasmanian environment, Aboriginal history and way of life.

Position Advertisement

Compliance Technical Officer

Council is seeking an experienced and motivated individual to join the Compliance Unit. The position works within a professional team responsible for the enforcement of regulations and by-laws in the areas of animal control, fire abatement, nuisances, parking and the non-technical conditions of development and building approvals.

The position is responsible for effective and efficient administrative and technical support across the Department. This includes but is not limited to, day to day support of the Compliance Unit, administration of Councils infringement notice systems, initial assessment of appeals within the Magistrates courts and maintenance of policies and procedures. To be successful, you will be well organised and have experience in providing high level customer service. You will also require the ability to undertake investigative processes within a government environment and have the ability to interpret and apply legislation and regulations.

Further details:

The role is full time and offers a commencement salary of \$87,736 per annum, plus 12.5% employer superannuation contribution.

For more information, please contact Scott Basham, Manager Legal and Property on (03) 6211 8200.

Kingborough Council offers some great benefits, including:

- A range of paid leave entitlements and ability to 'purchase' additional leave.
- Discounted membership at the Kingborough Fitness Centre.
- An Employee Assistance Program.
- Corporate Health Plan discounts.

How to apply:

- Before you begin, please ensure you have read the Position Description and the Key Selection Criteria.
- Ensure you have copies of the following to submit with your application:
 - a short covering letter to introduce yourself and outline the reasons you are applying for the position, and
 - a current resume that includes relevant information such as details of your work history, qualifications and any other training or development programs.
- You must address the selection criteria in the online application form.
- Applications must be submitted by using the online form on Council's website. You can save your application as you progress through the stages until you submit your completed application.

Applications close on Sunday 19 May 2024.

Key Selection Criteria

Compliance Technical Officer

You will be asked to address the following selection criteria as part of the online application form.

Essential

1. Relevant technical experience in a government compliance environment.
2. An understanding of investigative processes and principles within a government environment.
3. The ability to interpret and apply relevant legislation, by-laws, regulations etc. in a regulatory environment.
4. Substantial experience in a customer service environment, with proven achievement of high quality results.
5. Demonstrated skills and the ability to competently deal with difficult situations.
6. Proficient literacy and communication skills, including the preparation of brief of evidence, reports, correspondence and procedures.
7. Proficient information technology skills to manage government style data bases.

Licences

1. Current unrestricted motor vehicle driver's licence.

Desirable

1. Previous experience in a regulatory or compliance environment.
2. A relevant vocational qualification such as the Cert IV in Local Government (Regulatory Services) or other relevant qualification.

Please note: a National Police check will be required for this position. This check will be undertaken by the employer.

Position Description

Compliance Technical Officer

POSITION DETAILS

Position No.	000664	Directorate	Governance, Recreation and Property Services
Employment Status	Ongoing full time	Location	Civic Centre
Unit	Compliance	Classification	Technical/Inspectorial, Level 5

POSITION OBJECTIVE

- Undertake Technical and operational support functions within the Compliance Unit to assist in the efficient coordination of workflow and administrative functions in the Unit, and
- Provide an efficient and cost effective compliance service to Council, ensuring compliance by individuals and organisations with various legislation, by-laws, statutory requirements, conditions of approval, including general Compliance investigations, animal control, fire abatement, Nuisances and parking.

KEY FUNCTIONS AND RESPONSIBILITIES

Provide technical, administrative and operation support as required to the Compliance Unit to maintain current and future activities and responsibilities including, but not limited to, the following:

- Administration of Council's infringement notice process including the referral of infringement notices to other authorities and producing statistical and finance reports.
- Coordination and referral of Council's debtor list to Council's delegated collection agency.
- Support the Manager – Legal and Property with appeals pursuant to the Magistrates Court (Administrative Appeals Division) Act 2001.
- Support the Manager – Legal and Property with applications to court pursuant to the Monetary Penalties Enforcement Act 2005.
- Support the Manager – Legal and Property with options for dealing with infringement notice issued by fee-paying public sector body pursuant to the Monetary Penalties Enforcement Act 2005.
- Support the Manager – Legal and Property with the management of the Unit's data bases as a key user, including, but not limited to; FIND, Pathway, ECM, Pin Force, Evidence.com etc.

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- Development of the Pathway property management software system and workflows relating to the activities of the Unit and Manager – Legal and Property to further improve functionality and relations with other Council departments.
 - Administrative coordination of Council’s dog registration process.
 - Support the Manager – Legal and Property in the development and review of the Compliance Unit’s policies and procedures. Provide administrative and operational support to the Unit as well as reporting on statistical performance indicators.
 - Ensure that all work is undertaken in a safe and appropriate manner in accordance with work health and safety and risk management practices, including the wearing and use of appropriate safety equipment and clothing at relevant times.
 - Perform all duties of an Authorised Officer as delegated, when required.
 - Undertake other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee’s skills, competence and training.

Work Health and Safety: To take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

Authority and accountability: Employees at this level provide specialist technical and professional advice within the scope of the role. Employees are involved in the assessment of complex tasks with discretionary decision making.

Judgment and problem solving: Problems require assessment of a range of options having elements of complexity in reaching decisions and making recommendations. Guidance is available from Council’s established procedures and assistance is available from other professional and/or specialist technical employees in the work area.

ORGANISATIONAL RELATIONSHIPS

Reporting Relationships

1. **Internal** – The position has contact with all staff.
2. **External** – The key external relationships include members of the public and other affected residents, Tasmania Police, Monetary Penalties Enforcement Service, Tasmanian Collection Service, Government and Community groups, Solicitors.

3. **Direct Reports** - This role reports to the Manager Legal and Property and has no direct reports.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- Relevant technical experience in a government compliance environment.
- An understanding of investigative processes and principles within a government environment.
- The ability to interpret and apply relevant legislation, by-laws, regulations etc. in a regulatory environment.
- Substantial experience in a customer service environment, with proven achievement of high quality results.
- Demonstrated skills and the ability to competently deal with difficult situations.
- Proficient literacy and communication skills, including the preparation of brief of evidence, reports, correspondence and procedures.
- Proficient information technology skills to manage government style data bases.
- A satisfactory National Police Check will be required.

Licences

- Current unrestricted motor vehicle driver's licence.

Desirable

- Previous experience in a regulatory or compliance environment.
- A relevant vocational qualification such as the Cert IV in Local Government (Regulatory Services) or other relevant qualification.

Employee Entitlements and Benefits

Code of Conduct	The Kingborough Council has a 'Code of Conduct' which outlines the workplace behaviours that are fundamental to our workplace culture.
Employment Provisions	The employment provisions for this position are in accordance with the <i>Kingborough Council Enterprise Agreement No 11 of 2023</i> or its successor Agreement. A copy of the Agreement is available on the Fair Work Commission website, www.fwc.gov.au
Superannuation	Council meets the requirements of the <i>Superannuation Guarantee Act</i> and currently contributes 12.5% as the employer superannuation contribution.
Employment Checks	<p>To be employed in this position applicants must undergo an employment-related background check/s and be assessed as suitable to be able to ethically perform the inherent requirements of this position.</p> <p>Applicants must undergo a pre-employment functional assessment and be assessed as being able to meet the functional requirements of the position.</p> <p>The duties of the position have the potential for the incumbent to be 'at risk' as detailed in Council's Employee Immunisation Administrative Policy. As a result, the incumbent is required to be immunised in accordance with Council's Staff Immunisation Program. (Vaccinations for this position include tetanus).</p>
Leave	Full Employees are entitled to four weeks annual leave and pro-rata for part-time employees. Full time employees are entitled to ten days personal/carer's leave (and pro-rata for part-time employees).

Thirteen (13) weeks long service leave is available after 10 years' service and the period of service is transferable between Tasmanian Councils.

Our employees may also purchase an additional two week's annual leave.

Paid parental leave entitlements are available.

Paid leave is also available for employees involved in voluntary emergency services and for staff experiencing family violence.

Health and Wellbeing

Council supports and encourages an active and healthy work environment and offers a workplace health and wellbeing program. The program includes staff discounts at the Kingborough Fitness Centre, free flu vaccinations, ergonomic assessments, health and well-being presentations, as well as a focus on mental health awareness and support.

Council also provides an Employee Assistance Program which offers confidential and free counselling services for employees.

Relocation Costs

Council may offer relocation reimbursement to employees who are moving from interstate to take up a position with Council.

Other Employee Benefits

Our employees have access to **discounted health insurance** options through St Luke's Health and the Local Government Employees Health Plan.

Council employees can arrange for a **novated lease for a personal vehicle** through Maxxia.

LGAT Assist also provide **low interest loans** to Local Government employees who are employed on an ongoing (permanent) basis.

Work Health and Safety

Work Health and Safety is an important element of

our work culture. Council takes workplace safety seriously and has implemented policies and practices to support the *Work Health and Safety Act 2012*, Regulations and Codes of Practice. Council conducts compulsory random alcohol and other drugs testing to ensure all staff are fit for work.

It is recommended that employees undertaking field inspections have a current tetanus immunisation.

Induction

All employees undertake an induction as part of the probation period, which is tailored to the work environment and position.

HR information

For any general enquiries about Council's HR or recruitment procedures, please contact the People and Safety team on recruitment@kingborough.tas.gov.au or (03) 6211 8200.