

Position Vacant

Local Laws Officer

Position will remain open until filled

How to Apply

1. Covering Letter

Provide a covering letter outlining your experience and reason for wanting to apply for this position.

2. Selection Criteria

Address the essential selection criteria listed in the position description.

3. Resume

Provide a resume, which includes:

- Education and Qualifications.
- Professional Development (any other courses you have completed or are currently enrolled in).
- Computer skills and software packages you are familiar with.
- Employment History (Position, School/Organisation, Dates).
- Copy of Blue Card; and
- Name and contact details of two referees.

4. Submit Application

The job will remain open until this position is filled. Your application can be emailed to employment@napranum.qld.gov.au or delivered in person to the Napranum Council reception 320 Wa-Tyne St Napranum.

Please note applications that are submitted **without** a cover letter or information addressing the selection criteria **will not be** assessed.

Position Description

Title:	Local Laws Officer	Classification Level	Level 5
Department	Environment and Sustainability	Award	Queensland Local Government Industry (Stream A) Award – State 2017
Reports To:	Director Environment and Sustainability	Location	Napranum
Nature of Employment	Full Time		

PRIMARY POSITION OBJECTIVE/S

- The position objective is to support Council in promoting positive community compliance with regulatory standards, through ongoing education programs, inspection, investigation and monitoring of Local Laws and Regulations.

NASC VALUES

Our Values are the principles and beliefs that define who we are as a Council. They provide purpose and direction and help to guide the decisions we make every day to support the implementation of our Corporate Plan in the best interests of the Napranum community.

Local Participation	The diversity of our community is one of our strengths. We are committed to creating and supporting opportunities for local people.
Mutual Respect and Trust	Building and maintaining positive relationships that are based on mutual respect and trust.
Professionalism	We are acting within the limits of our authority and maintain a high standard of ethics and integrity.
Pride	We are demonstrating our pride by connecting with the community and celebrating our successes.
Listening to Our community	Taking time to listen to the people of Napranum to ensure we are working on delivering the programs and services that will make a real difference to people's lives.
Accountability	We are taking ownership for the decisions and actions that impact our community.
Innovation and Continuous Improvement	We show leadership and encourage new initiatives and a culture of continuous improvement

JOB RESPONSIBILITIES

LOCAL LAWS

- Educate the Napranum Community and visitors in the Local Laws of the Shire, by way of awareness campaigns, information sessions, promotional material, community engagement or other means identified.
- Develop procedures to support the administering of Local Laws
- Develop and maintain Animal Registration system.
- Develop and maintain Council permit system.
- Investigate complaints regarding dogs, alleged dog attacks or other animals in conjunction with Council Animal Management Officer
- Investigate complaints for non-compliance in all other areas of the Shires Local Laws and provide timely feedback, advice, and outcomes.
- Conduct regular inspection patrols with a view to educate community and visitors on expectations and compliance requirements with the Shires Local Laws
- Interpret, and perform enforcement activities pertaining to relevant Acts, Regulations and Council's Local Laws as required.
- Assist internal and external customers with the provision of advice in relation to Local Law enquiries.
- Issue accurate infringement penalty notices in accordance with legislation as required.
- Provide recommendations for and prepare evidence relating to enforcement action.
- Inspect and audit premises to assess compliance with legislative requirements for noise management.
- Required to exercise the legislative powers in relation to entry onto private property for the purposes of performing Council works and/or monitoring/enforcing the provisions of legislation.
- Establish workable relationships with external organisations and other supporting agencies/contractors.
- Respond to emergent situations as part of any 'on call' roster.

ADMINISTRATION

- Able to use the computer to access and update details within the registers, correspondence database, and other programs relevant to the position.
- Maintain accurate and timely records of investigations and compliance enforcement actions including issue of Penalty Infringement Notices.
- Maintain up to date procedures and risk assessments relevant to the position.
- Complete documents such as daily timesheets, vehicle pre starts, compliance reports accurately and in required timeframes.

PUBLIC RELATIONS

- Enhance a positive image of Council in public, particularly in terms of behaviour, dress standards and appearance of work area. Further the image of Council wherever possible.
- Deal with members of the public courteously and advise Supervisor of complaints/queries promptly.
- For interacting with the public where activities may impact, explaining the purpose and answering questions to maintain good public relations.

CORPORATE RESPONSIBILITIES

- Adhere to, and enforce on any other Council staff or visitors, when necessary, all other obligations under the Work Health Safety Act 2011 or as amended or replaced.
- Carry out safe operations of a Council vehicle in the performance of duties.
- Maintain a high level of confidentiality at all times.

- Represent the Council in a positive and responsible manner at all times.
- Comply with all Council policies and Code of Conduct
- Undertake all other relevant duties as directed from time to time by the Corporate and Community Services Manager, consistent with skills, competence, and training.
- The key responsibilities may be modified from time to time to ensure that outcomes are aligned with Council's Operational and Corporate Plans.

PERFORMANCE CRITERIA

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance indicators shall be those as agreed with the Director of Community, Cultural and Economic Development.
- Work shall be performed in accordance with industry-accepted standards, quality standards and in accordance with the current Work Health and Safety Act 2011 and other legislative requirements and standards appropriate at the time and including Council's policies and procedures.
- Allocated tasks shall be completed within agreed timeframes.
- Follow Council employment and working arrangements, agreements, and rulings on attendance at work and leave. This includes not being absent without approval and accurately and truthfully recording work and leave periods. Employees have an obligation to promptly notify Council as soon as practicable upon becoming aware that they are going to be absent from work.
- Active participation in supervision discussions, performance reviews professional development activities, staff meetings and training as required or directed.
- Demonstration of a spirit of co-operation towards other employees and the achievement of Council's aims and objectives.

CORPORATE RESPONSIBILITIES

- Adhere to, and enforce on any other Council staff or visitors, when necessary, all other obligations under the *Work Health Safety Act 2011* or as amended or replaced.
- Maintain a high level of confidentiality at all times.
- Represent the Council in a positive and responsible manner at all times.
- Comply with all Council policies and Code of Conduct.
- Maintain effective Communication.
- Undertake all relevant duties as directed from time to time, consistent with skills, competence, and training.
- The key responsibilities may be modified from time to time to ensure that outcomes are aligned with Council's Operational and Corporate Plans.

SELECTION CRITERIA

Qualifications and Experience

Essential

- Five (5) years demonstrated experience in a regulatory compliance role.
- Certificate IV in Government (Statutory Compliance) or equivalent; OR
 - a combination of skills, knowledge, expertise, experience, qualifications and/or training attained, through previous appointments, service and/or study in order to effectively undertake the range of responsibilities.
- Experience working in and/or understanding of Aboriginal and Torres Strait Islander communities and societies.
- Experience in dealing with the Public.
- Proven experience in understanding legislation, case management for all aspects of investigations, including legislative breaches and Council representation to external agencies and court.
- Current QLD “C” class drivers’ licence.

Desirable

- Certificate in Animal Handling or equivalent experience in Animal handling.

Skills

Essential

- Well-developed written and verbal communication skills including the ability to provide appropriate consultation and education to other council officers and stakeholders on Local Law matters.
- Well-developed skills in conflict resolution and dealing with difficult people.
- Sound literacy and numeracy skills including report writing and comprehension and attention to detail.
- Demonstrated time management skills including prioritising of work and managing multiple tasks.
- Exercise judgement and contribute knowledge and skills where procedures are not clearly defined.
- Sound computer skills including use of Microsoft Office suite.
- Well-developed investigative skills.
- Ability to keep accurate records, both electronically and written.
- Possess sound skills in operation of Microsoft Applications.

Knowledge

Essential

- Sound knowledge of relevant Acts, Regulations, Local Laws, and Policies and how they work together in administering Local Laws in the community.
- Sound knowledge and understanding of notices and correspondence.
- Sound knowledge of human behaviour in a regulatory environment.

EXTENT OF AUTHORITY

The incumbent is expected to exercise initiative, sound judgement and situational sensitivity at all times. Decisions and actions are to be consistent with (and within the scope of) the achievement of the position’s objectives.

They must also reflect Council’s strong commitment to outstanding client service.