

## POSITION DESCRIPTION

# DEVELOPMENT COMPLIANCE

## TECHNICAL OFFICER

### POSITION DETAILS

<b>Position No.</b>	000034	<b>Department</b>	Building & Plumbing
<b>Employment Status</b>	Full time	<b>Location</b>	Civic Centre
<b>Unit</b>	Development Compliance Unit	<b>Classification</b>	Tech Insp Level 3

### POSITION OBJECTIVE

To provide high-level technical administrative support to the Building and Plumbing Department - Development Services Unit (DCU). The position contributes to the effective delivery of the *Land Use Planning and Approvals Act 1993 (LUPAA)* and *Building Act 2016* Permit Authority compliance functions in accordance with Council protocols and occupational licensing requirements.

### KEY FUNCTIONS AND RESPONSIBILITIES

#### General Departmental

- Provide technical administrative support to the DCU, including communicating with other Council Departments and external stakeholders as required, regarding compliance related matters.
- Prepare the following documentation as directed by the Unit Coordinator and the Senior Development Compliance Officer:
  - General compliance correspondence;
  - Compliance reports;
  - Notices and Orders;
  - Compliance files; and
  - Prepare and issue Site Entry Notifications.
- Conduct research and analysis for planning, plumbing and building approval status for properties as well as maintenance records for building and plumbing work associated with DCU investigations and process compliance case management follow ups.
- Assist the Coordinator of the DCU with the development of procedures and operation manuals for DCU operations.
- Process Section 337 certificates for building, plumbing and planning records.

- Administration associated with planning permit post approvals documentation for Part 5 Agreements, Planning Start Works Notices, Final Plans, Adhesion Orders, Sealed Plan Amendments and Staged Development Schemes.
- Undertake routine and procedural compliance inspections for strata titles.
- Assist with routine customer compliance related enquiries within the scope of experience and training.
- Assist with DCU task prioritisation.
- Provide support services to other administrative and technical staff within the Development Services Department and Building Department as required.
- Maintain current planning and building compliance cases to a high standard of accuracy using the DCU applications management software.
- Ensure compliance documentation is added to the relevant Council document management software in accordance with Council and DCU requirements.

#### **Other Duties**

- Erect Planning Site Notices for Development Applications when required; and
- 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 undertake technical administration work at an experienced level and within the scope of the role.

**Judgment and problem solving:** Work is undertaken with limited supervision and to the specifications of more senior members of the DCU.

#### **ORGANISATIONAL RELATIONSHIPS**

##### **Reporting Relationships**

1. **Internal** – This position mostly has contact with other staff in the DCU and other Council Departments.
2. **External** – The position has contact with the general public and Government agencies.
3. **Direct Reports** - This role reports to the Senior Development Compliance Officer and has no direct reports.

## **SKILLS, KNOWLEDGE AND EXPERIENCE**

### **Essential**

- Experience in case management administration for compliance related matters;
- The ability to plan, organise and prioritise a range of technical administrative tasks in accordance with the requirements of DCU operating procedures and under the direction of Senior DCU staff;
- Attention to detail and sound written communication skills with the ability to draft routine correspondence;
- An understanding of planning, plumbing and building statutory functions;
- Ability to interpret building and site plans, drawings, and maps;
- Process applications for 337 certificate questions relating to building, planning and plumbing compliance to a high level of accuracy;
- Competent computer and keyboard skills and experience using the following types of software:
  - Microsoft Office Word, Excel, Outlook (or equivalent)
  - Application tracking or case management software
  - Document management software
  - Geographic Information System - search and view functions;
- Strict adherence to Council's confidentiality requirements in relation to the handling of compliance related information;
- Sound interpersonal skills and the ability to confidently deal with public enquiries in a polite and efficient manner;
- Effective time management and workload prioritisation skills;
- Ability to work co-operatively as part of a team, but when necessary to also work independently and consistently to maintain required work output levels; and
- Conduct basic field-based site observations associated with compliance matters as directed by DCU Senior Staff.

### **Licences**

#### *Essential*

- Current unrestricted motor vehicle driver's licence.

### **Qualifications**

#### *Essential*

- At least 3 years administrative experience in a related role; and
- Ability to attain a Certificate Level IV in Government Investigations within first 12 months of being appointed to this position.

*Desirable*

- Certificate Level 2 in Administration.