



POSITION DESCRIPTION

Position Title:	Compliance Officer - Development
Position Number:	11009
Directorate:	Development Services
Reports to:	Principal Planner
Department:	Approvals & Compliance
Agreement:	<i>City of Karratha Enterprise Agreement 2021</i>
Classification:	Level 4

1. POSITION OVERVIEW

The Compliance Officer is responsible for delivering high quality and timely development compliance services, including ensuring development is authorised and conditions of development approval have been satisfied.

1.1. Position Objectives

- Develop and maintain effective working relationships with the Development Services team and other City stakeholders, clients and customers.
- Develop a sound knowledge of the legislative, policy and procedural framework within which the position operates.
- Develop a good understanding of, and implement appropriate compliance procedures.
- Work with relevant landowners and other stakeholders to maximise the level of development compliance and minimise the level of risk and impact on amenity of surroundings.
- Contribute to the performance of Approvals & Compliance in providing a consistently professional and reliable level of service to both external and internal customers.

2. DUTIES & RESPONSIBILITIES

- Act as the City's primary point of contact on compliance projects.
- Coordinate and undertake site inspections and follow up actions.
- Develop effective relationships with landowners, colleagues and other stakeholders.
- Record all correspondence, discussions, evidence and activities undertaken on compliance matters.
- Regular reporting on compliance actions.
- The Karratha Industrial Estate Compliance Audit is a particular project for which this position is responsible.
- Other duties as required.

2.1. Occupational Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to safety.

- Utilise the City's procedure for OHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of safety or health.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Report all hazards using the Hazard Notification Form.
- Other roles and responsibilities outlined in the OHS Management at the City of Karratha: Roles and Responsibilities.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1. Judgement & Problem Solving

- Decision-making and problem solving skills, including an ability to evaluate issues in a timely manner and justify recommendations.
- Time management skills, including the ability to effectively manage workload and manage projects to meet deadlines.

3.2. Specialist Knowledge & Skills

- Understand the responsibilities and operations of a local government.
- Ability to interpret and apply legislation and approval processes.
- An understanding of the principles and practice of compliance, particularly in relation to planning compliance.
- Ability to efficiently and effectively apply systems and processes including sound record keeping skills.

3.3. Interpersonal Skills

- Well-developed verbal and written communication skills including the ability to prepare well-written emails to customers and report writing skills
- Ability to develop successful relationships with stakeholders.
- Ability to effectively negotiate with a range of stakeholders.
- Ability to work autonomously, as well as within a team environment.
- Ability in providing high quality customer service.

3.4. Qualifications & Experience

- Planning compliance experience (desirable)
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)