



# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Manager Regulatory Services</b>
<b>Position Number:</b>	<b>10140</b>
<b>Directorate:</b>	<b>Development Services</b>
<b>Reports to:</b>	<b>Director Development Services</b>
<b>Supervises:</b>	<b>Environmental Health Coordinator, Building Coordinator and Ranger Services Coordinator</b>
<b>Department:</b>	<b>Regulatory Services</b>

## 1. POSITION OVERVIEW

The Manager Regulatory Services is responsible for the strategic management of building, environmental health and ranger services throughout the City of Karratha. This position provides leadership and direction to relevant staff to ensure the effective and efficient delivery of regulatory services for the City, in accordance with relevant legislation, and aligned to the City of Karratha Strategic Community Plan.

### 1.1. Position Objectives

- Effectively lead Regulatory Services and oversee the planning, management and delivery of services that contribute to the achievement of Council's strategic objectives.
- Promote, develop and manage the building, environmental health and ranger functions as they relate to provision of services to the community.
- Ensure the provision of the highest quality advice on building, environmental health and ranger matters to Council and the general public.
- Exercise delegated authority on matters within the controls placed upon the authority by legislation and Council's policies.
- Provide leadership and support to staff to ensure the effective and efficient delivery of regulatory services.
- To plan, implement and review the provision of services to ensure that they continue to meet the expectations of Council and the community.

## 2. DUTIES & RESPONSIBILITIES

### 2.1. Management

- Ensure that all regulatory services are planned, delivered and evaluated in a cost effective, coordinated and integrated way that meets the policy and service delivery quality requirements within allocated budgets.
- Provide direction and management for Regulatory Services including staff recruitment, annual planning, setting and monitoring goals and delivery of work programs.
- Develop, implement and ensure compliance with policies and procedures adopted by Council.

- Provide leadership, mentoring and support to Regulatory Services staff to ensure resources and workloads are effectively managed, and develop a culture of teamwork both within Regulatory Services and across the organisation
- Respond to enquiries, requests and complaints from external and internal customers.
- Prepare written reports, funding submissions, briefing notes to Council, staff and agencies, or any other report required by the Director Development Services on issues applicable to the Department.

## **2.2. Regulatory Services**

- Assist staff in processing and assessing applications and interpreting legislation.
- Ensure the issue of Written Directions (Notices) and appropriate enforcement action where necessary, is carried out, taking into consideration legislation and the interest of the community with due attention to correct practice and procedure.
- Provide technical support to other City Directorates and participate as required in project working groups.
- Oversee the implementation and management of the framework for assessing and processing matters relating to Building, Environmental Health and Ranger Services.
- Ensure that the City meets all of its related legislative obligations.
- Provide timely information and feedback to external customers relating to building, environmental health and ranger service matters and initiatives, including legislative requirements.

## **2.3. Financial Management**

- Ensure effective financial management of the Department including the preparation, compilation and monitoring of annual and project budgets.
- Implement financial management processes to ensure the delivery of services on time and within budget.
- Manage and oversee the preparation of detailed cost estimates and quotation and tender documents for projects to be undertaken.
- Monitor project expenditure against budget allocations and report any anticipated discrepancies to the Director Development Services.

## **2.4. Health & Safety**

Managers are responsible for ensuring that:

- Staff over whom they have line management responsibility are held accountable for performing the responsibilities and actions relevant to their position.
- City policies and procedures relevant to safety are applied.
- For activities for which the safety risk is significant, and there is no City procedure, safety risk assessments and associated safe work procedures are documented and enacted in accordance with the *WHS Risk Management Procedure*.
- Workplace hazard inspections occur at least every 3 months at workplaces under their carriage. If there is a HSR for the workplace, ensure they are given adequate paid time and resources to complete the inspection.
- The employees of the City are not exposed to hazards in their working environment.
- Other roles and responsibilities outlined in the *WHS Management: Roles and Responsibilities*.

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

#### **3.1. Authority & Accountability**

- Accountable for the effective management of the City's Regulatory Services Department.
- Authority to make decisions in accordance with delegations listed under the *Local Government Act 1995* and other relevant legislation.
- Demonstrated understanding and experience of operating independently and within the scope of authority.
- Act as a Council representative on Regulatory Services matters.

#### **3.2. Judgement & Problem Solving**

- Exercise Delegated Authority in accordance with all relevant legislation and policies.
- Ability to critically analyse applications, implementation and compliance matters.
- Highly developed time management skills and demonstrated experience in effectively managing multiple projects concurrently.

#### **3.3. Management and Supervision**

- Proven ability to engage with, lead and manage a team of professional staff and to bring them together as a cohesive unit.

#### **3.4. Specialist Knowledge & Skills**

- Demonstrated knowledge of the functions of local government, including the legislative, policy and procedure requirements of the *Local Government Act 1995* and associated Regulations.
- Demonstrated ability to interpret and apply relevant legislation, policy and procedure to complex matters.

#### **3.5. Interpersonal Skills**

- Demonstrated ability to develop and maintain working relationships with the community, private and public sector.
- Highly developed interpersonal and negotiation skills to enable effective communication with stakeholders, and multi-disciplinary teams.
- Highly developed written communication skills including the ability to write reports, prepare funding submissions and briefing notes to Council, staff and agencies.

#### **3.6. Qualifications & Experience**

- Tertiary qualification in a related field
- Demonstrated relevant experience at a senior local government level in providing management and leadership
- Demonstrated experience in regulatory services including legislative assessment, implementation and enforcement
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)