

Brief Management and Prosecutions Coordinator

Division	Community and Environment	Department	Customer Response
Reports To	Manager Customer Response	Direct Reports	Yes/No

Position Purpose

Coordinate the preparation of statements and briefs and provide expert advice in relation to the Department's representation at Queensland Civil and Administrative Tribunal (QCAT) hearings and proceedings in the Magistrates Court.

Key Responsibilities and Outcomes

Operational

As a member of the Customer Response leadership team you will:

- Lead, support and provide expert advice, developing a positive work environment that encourages teamwork, innovation and a focus on customer service.
- Coordinate and lead appearances before the magistrate court and QCAT hearings for matters that relate to the Customer Response Department.
- Maintain strict confidentiality and exercise diplomacy in dealing with issues of a sensitive or political nature.
- Build high level and productive relationships across a range of diverse internal and external stakeholders to ensure quality service delivery outcomes are achieved.
- Manage the department's Delegations Register to ensure all officers are delegated and authorized to deliver their roles.
- Provide technical advice in the identification and resolution of issues pertaining to compliance activities to a range of internal stakeholders.
- Act as the principal lead in representing the department in magistrates court proceedings and tribunal hearings.
- Be a source of expertise within the Department through a high level of knowledge and understanding of relevant Legislation and the Local Government environment

Values

At Moreton Bay Regional Council we are on a journey to creating a great culture. Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one priority and we are all responsible for creating an inclusive, safe workplace and protecting our environment. As a team member you will take individual accountability for demonstrating the values, expectations and behaviours.

Decision Making



**A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES
ENJOY A VIBRANT LIFESTYLE**

Budget - NIL

Delegations - Delegations under the *Local Government Act 2009* and as directed and published in Council's Delegation Register.

Knowledge & Experience

- Excellent time management skills to achieve proficiency and effectiveness in managing conflicting priorities and meeting deadlines.
- Demonstrate a high level of standard of governance and risk management practices.
- Highly developed written and interpersonal communication skills.
- Highly developed interpersonal skills and communication with the ability to build strong working relationships with a range of people at all levels within Council.
- Demonstrated ability to work autonomously and to deliver quality outcomes under limited direction
- Highly developed people and relationship skills with demonstrated ability to work in a team environment communicating at all levels of the organisation.
- Highly developed skills to conduct research and to be innovative in preparing strategic documents, while meeting the needs of the Local Government environment.
- Excellent brief management, analytical and reporting skills in regulatory matters.

Qualifications

- Bachelor degree in Law.
- Admitted as a Solicitor of the Supreme Court of Queensland, with a current unrestricted Australian legal practising certificate.
- Current "C" class driver's license.

This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.