

Position Description



[Compliance and Animal Management Officer

Position Details

Position Title	Compliance and Animal Management Officer
Position Number	105201
Classification	Band 5
Division	City Sustainability and Strategy
Branch	Compliance and Parking Services
Unit	Local Laws and Animal Management
Reports To	Senior Team Leader Civic Compliance
Employment Essentials	<ul style="list-style-type: none">• Working with Children Check• Victorian Drivers Licence• National Police Check• Pre-Employment medical• Successful completion of a Certificate IV in Municipal Law Enforcement, Diploma in Justice or equivalent and / or experience in the relevant field of law enforcement.

Yarra City Council is committed to being a [child safe organisation](#) and supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islander peoples, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

At Yarra Every Job is a Climate Job

Acting on the climate emergency requires that we change the way we think, make decisions, and prioritise action. We must embed proactive climate responses in the ways we govern, live our lives, and conduct our work. Every choice we make today and into the future will have an impact; this is true for Council and the community.

Acknowledging the scale of this crisis, at Yarra we are committed to ensuring that every job is a climate job meaning that each staff member will play a key role in shaping our climate response.

Organisational Context

The Municipality is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a best value framework with an emphasis on customer service and continuous improvement.

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Position reports to:	Senior Team Leader Civic Compliance
Reporting to this Position:	N/A
Internal Relationships:	Management, Public Health Unit, Construction Enforcement, Planning Enforcement Unit, Building Services Unit, Statutory Planning Branch, Infrastructure Branch, Parking Services Branch and Access Yarra
External Relationships:	The incumbent is required to establish and maintain a responsive and professional relationship with relevant government departments, animal welfare agencies, contractors, unions, community organisations, business proprietors, and residents.

Position Overview

The Compliance and Animal Management Officer is part of the Local Laws and Animal Management Team which in turn is part of the Compliance Branch. The Local Laws & Animal Management Team is responsible for ensuring compliance with;

- Council's Local Laws and the permits issued under those local laws
- Public Space Licences pertaining to footpath trading and the Gleadell Street Market
- Domestic Animal Act 1994
- Litter education and enforcement of the relevant legislation pertaining to litter
- School Crossings supervision
- Environment Protection Act 2017
- Road Safety Act 1986
- Road Safety Road Rules 2009
- The Planning and Environment Act 1987
- Other relevant State Legislation.

Key Responsibilities

All Yarra employees:

Demonstrate leadership in reducing Yarra's emissions and building a climate resilient future by embedding climate considerations into all of Council's activities.

- The main emphasis of this position is to ensure compliance with Council's Local Law, the Environment Protection Act 2017 and a focus on the Domestic Animal Act 1994 and the management of animals within the municipality.
- Keep accurate electronic records in relation to investigations conducted, action taken and pending enforcement action within Council's approved customer management systems.
- Instigate appropriate enforcement action to ensure compliance with the relevant legislation and provide such evidence in a court of law when required.
- Ability to interpret and ensure compliance with relevant legislation and policies.
- Undertake other duties as directed by management that are within the Officers capabilities.
- Weekend and out of hours work will be required by the officer and remuneration.

Key Responsibilities

- Assist in the development of policies and procedures for the efficient and effective operation of the Unit.
- Begin each sentence with an action verb.

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- Promote awareness for all Local Laws, the Environment Protection Act 2017, the Domestic Animal Act 1994 and relevant legislation to internal and external customers.
- Prepare draft correspondence for the Senior Team Leader in response to requests from stakeholders.
- Provide both internal and external customers with a high-level service.
- Provide statistical information to the Coordinator Compliance and Construction Enforcement as required.
- Conduct proactive street patrols, park patrols and provide education to the public where appropriate in relation to Local Laws, the Environment Protection Act 2017 and the Domestic Animals Act 1994.
- Conduct investigations into breaches of the Domestic Animals Act 1994 and other legislation and policies as required including the General Local Law and Environmental Protection Act 2017 and take appropriate enforcement action as required.
- School crossing supervision as required.
- Undertake other duties as required by management that are within the Officers capabilities.

Accountability and Extent of Authority

- **Resource supervision:** freedom to act set by clear objectives and/or budgets, frequent consultation and regular reporting.
- **Specialist advice or regulate clients:** close supervision or clear guidelines; effect of actions taken on individual clients may be significant, but subject to appeal or review.
- **Direct support and assistance:** freedom not limited simply by standards and procedures; actions taken will have an impact on the employee supported.

Judgement and Decision Making

- May involve problem solving using guidelines, professional/technical knowledge or experience.
- Problems are occasionally complex or technical, with new situations requiring some creativity and originality.
- Guidance and advice is usually available within time to make a choice.

Management Skills

- Skills in managing time, setting priorities and planning and organising own work.
- Achieve specific objectives within available resources and timetable.
- If supervising employees - able to implement EEO, OH&S, and training and development.

Interpersonal Skills

- Ability to gain cooperation and assistance from clients, other employees and members of the public in the administration of well-defined activities.
- Write reports in field of expertise and/or prepare external correspondence.

Risk and Safety Requirements

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.

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- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures to meet this commitment.

Specialist Skills and Knowledge

- Specialists and staff interpreting regulations require an understanding of underlying principles as distinct from practices.
- Support employees require an understanding of long-term unit goals and appreciation of wider organisation goals.
- All employees require an understanding of policies, regulations and precedents.
- A demonstrated working knowledge of and ability to interpret and enforce the relevant legislation to obtain compliance.
- Ability to conduct investigations, instigate and complete appropriate enforcement action, conduct interviews, obtain statements and present this evidence in a court of law.
- Prepare Evidence Briefs as required.
- Excellent computer, written and oral communication skills.
- Excellent presentation skills and the ability to provide information in a way that is readily understood by all stakeholders.
- Ability to maintain confidence and exercise sound judgement and decision making with all stakeholders to obtain compliance with the relevant legislation.
- Excellent problem-solving skills are required.
- Current Victorian Drivers Licence

Qualifications and Experience

- Tertiary qualification with little or no experience or lesser formal qualifications with work skills and relevant experience
- Successful completion of a Certificate IV in Municipal Law Enforcement, Diploma in Justice or equivalent and / or experience in the relevant field of law enforcement.
- Current Victorian Drivers Licence

Key Selection Criteria

1. Successful completion of a Certificate IV in Municipal Law Enforcement, Diploma in Justice or equivalent and / or experience in the relevant field of law enforcement.
2. Demonstrated experience within a customer service and compliance related field.
3. Proven ability to conduct investigations, instigate appropriate enforcement action and where appropriate conduct interviews and prepare briefs of evidence.

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4. Demonstrated problem solving and analytical skills with a strong focus on customer service.
5. Experience in animal handling with consideration to occupational health and safety and the understanding of the purpose pertaining to the Domestic Animal Act 1994.