

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

Development Compliance Officer

Division	Planning	Department	Development Services
Reports To	Development Compliance Lead	Direct Reports	No

Position Purpose

This position will provide technical advice and operational and technical advice and undertake investigations into building and development compliance matters in accordance with legislative and public health and safety requirements to meet the needs of the community within the Moreton Bay Regional Council area.

Key Responsibilities and Outcomes

Operational

As a Development Compliance Officer within the Development Services team you will:

- Provide technical advice and undertake investigations into swimming pool fencing and safety regulation, sediment and erosion control, land clearing and other building and development compliance matters in accordance with legislative and public health and safety requirements to minimise risk.
- Issue statutory approvals in accordance with the relevant legislative, policy and business requirements.
- Contribute to the development of building and development compliance processes and procedures.
- Prepare high quality technical reports, procedures and correspondence to support the development approval and compliance process.
- Undertake site inspections and investigations to support the resolution of building and development compliance issues.
- Contribute to a positive team environment in order to achieve a high performance, continuous improvement and customer focused culture.
- Building strong relationships with key internal and external stakeholders to ensure quality service outcomes are achieved.

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

Budget - Nil

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

Knowledge & Experience

- Advanced knowledge and experience in the delivery of building and development compliance services, preferably in local government.
- Advanced knowledge and experience with the principles and practices involving investigation and compliance tasks relating to building and development matters.
- Advanced knowledge of the planning, building and development legislation in Queensland.
- Advanced knowledge of the State Planning Policy, the SEQ Regional Plan, the Planning scheme, and the Adopted Infrastructure Charge Resolution.
- Strong time management skills and the ability to manage high volume workloads, conflicting priorities and meet deadlines.
- Strong interpersonal, consultative, negotiation and mediation skills with an ability to formulate high level written reports which are succinct, factual and clear.
- Strong communication skills to meet the needs of a range of internal and external stakeholders with the ability to work in a positive team environment communicating and engaging effectively at all levels.

Qualifications

- Diploma in Planning, Building Surveying or equivalent
- Diploma in (Government) Investigation or equivalent
- Diploma of Science, Agriculture or equivalent
- General Induction Licence (White Card)
- Current C class driver's licence.

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.