

Program Officer Development Compliance

Position Description

Directorate	Planning	Department	Development Services
Reports To	Development Compliance Lead - Program Development	Direct Reports	No
Queensland Local Government Industry Award - State 2017 -Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level	Schedule 1, Level 5

Position Purpose

This position will provide technical expertise and develop, implement and monitor various organisational change relating to development assessment and compliance across the department.

Key Responsibilities and Outcomes

As a Program Officer within the Development Services department you will:

- Lead project and organisational change activities in relation to community engagement, land use and infrastructure charging and contributed assets relating to development assessment and compliance.
- Resolve operational problems and assist in the development and implementation of initiatives, policies, processes and systems for effective and efficient administration of development compliance.
- Assist in coordinating the implementation of policies, practices and procedures, relating to development compliance, including the delivery of training for staff in the department
- Contribute to a positive team environment in order to achieve a high performance, continuous improvement and customer focused culture.
- Build strong relationships across a range of diverse internal and external stakeholders to ensure quality services outcomes are achieved.
- Represent Council at a range of forums providing technical knowledge and advice to key stakeholders.

Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

SERVICE
TEAMWORK
INTEGRITY
RESPECT
SUSTAINABILITY

Decision Making	
<i>Budget</i>	N/A
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience
<ul style="list-style-type: none"> • Substantial experience and detailed knowledge of statutory requirements, council programs, policies, procedures and practices. • Demonstrated experience and ability to analyse complex problems and develop solutions. • Ability influence workflow and methods. • Sound knowledge of project management principles and practices. • 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
<ul style="list-style-type: none"> • Associated Degree or Diploma in Town Planning, Building or equivalent. • General Induction Licence (White Card) • Current "C" Class Driver's Licence.

Note: 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.