



SORELL COUNCIL

POSITION DESCRIPTION

Position Title	Compliance Officer
Workgroup	Health & Compliance
Reports to	Manager Health & Compliance
Classification	Level 4
Employee Status	Full-Time/Part-Time
Location	CAC

Primary Position Purpose

As a member of the Health & Compliance Team, the **Compliance Officer** is will provide a professional and high-quality compliance services to the Sorell Municipality in accordance with Legislation, Council By- laws and Council Policies.

Skill Based Classification Descriptors

The position is classified as a Level 4, the following skill descriptors apply to this level.

Authority & Accountability	Work performed is within general guidelines. May supervise work or provide on-the-job training, based on their skills and/or experience, to employees of the same or lower levels. Responsible for leading employees in operational duties or the application of trades, administrative or technical skills.
Judgment & Problem Solving	The nature of the work is clearly defined with procedures well understood. Tasks performed may involve selection from a range of existing techniques, systems, equipment, methods or processes. Guidance is available from more senior staff.
Specialist Skills & Knowledge	Requires demonstrated competence in a number of key skill areas related to major elements of the job. Proficiency in the application of standardised procedures and practices. May also include the operation of tools, plant, machinery and/or equipment, in accordance with the requirements of the position. Performance of trades and non-trade tasks incidental to the work.
Management Skills	Provide employees with on-the-job training, guidance and basic knowledge of workplace policies and procedures. Employees may lead small groups of employees at the 'work face'.
Interpersonal Skills	Employees at this level require effective communication skills to enable them to communicate with clients, other employees and members of the public and in the resolution of routine and usual matters.
Qualifications & Experience	Qualifications or relevant experience in accordance with the requirements of work in this level which may be acquired through: (a) A trade certificate or equivalent; (b) Completion of accredited/industry-based training courses equivalent to a Certificate IV (non-trade); and/or (c) Knowledge and skills gained through on-the-job training.

Key Responsibilities

The key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans.

- Undertaking statutory duties under the *Dog Control Act 2000*, including collection and impoundment of wandering domestic animals as guided by the Council's policies and operational procedures.
- Conduct inspections/investigations in response to customer requests and produce effective outcomes in terms of community education and awareness to achieve voluntary compliance with relevant legislation.
- Inspect to ascertain if alleged breaches of legislation and prepare appropriate reports and related documentation.
- Conduct approved inspection programs and patrols of designated areas to impound wandering animals.
- Issue correspondence, advice, compliance notices and Penalty Infringement Notices (supported by evidence) for alleged breaches of relevant legislation, policies and programs and ensure effective follow-through to final outcome.
- Assist the Senior Compliance Officer with fire hazard abatement inspections and planning compliance investigations.
- Undertake enforcement duties including by-laws, littering and statutory nuisances.
- Investigate parking complaints and undertake periodic patrols.
- Gather recreational water samples from nearby beaches throughout the summer months.
- Contribute as part of a multi-disciplinary work team to the continuous improvement of operational activities and reporting current issues which impact such activities.
 - Management of the Municipal Pound including cleaning and feeding of impounded dogs (including Saturdays, Sundays and public holidays if necessary).
 - Transport dogs to Dogs Home.
- Maintain contemporaneous notes in an official notebook for evidence purposes and.
 - Carry out the collection of evidence within the level of core responsibilities and authorisation.
 - Attend Court as required.

This role requires participation in an on-call roster, reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

Position Dimensions

Key relationships and influences	
Who	Why
Internal	
Customer Services	Work in partnership with Customer Service to ensure delivery of effective customer service.
Enter relevant positions/sections/depts.	General Manager, Manager - Health & Compliance, Senior Management Team, Environmental Health Officers, Team Members, Supervisors and operational staff
External	
People who live, work, or visit Sorell	This position delivers services that directly benefit our customers via Council's various customer contact channels.
Elected Council Members	This position provides support to Councillors who directly serve the people of Sorell.
Enter relevant stakeholders	Members of the public, community organisations businesses, Dogs Home of Tasmanian, government and statutory authorities

Resources and Budgets			
Direct Reports	NIL	Financial Delegation & Reporting	In accordance with Council's Delegation Register
Indirect Reports	NIL	Statutory Appointments	Dog Control Act 2000 Local Government Act 1993 – Power of entry to Private Land Litter Act 2007 Traffic Act 1925 – Traffic Infringement Notices Environmental Health By-Law 2023 Public Places By-law 2025
Total	NIL	Delegations	In accordance with Council's Delegation Register

Organisational Accountabilities

Be familiar with and follow the **Council's Code of Conduct**. A copy of this is provided with your appointment letter or can be accessed on Council's Intranet.

Be familiar with and undertake all work in accordance with relevant policy and legislation, including:

- Council's Values
- Workplace Health and Safety (WHS) Legislation
- Anti-Discrimination Legislation
- Sorell Council Enterprise Agreements
- Document Management - The incumbent is required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.
- Customer Service Charter - The incumbent is required to commit Council's Customer Service Charter and to consistently deliver all services with a focus on excellent customer service.
- Customer Relationship Management (CRM) systems
- Comply with all Health and Safety legislation.

Workplace Health & Safety

Ensure Health and Safety information is provided to the broader community as required. While at work, a worker must:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other people.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act.
- Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.
- Avoid, eliminate or minimize hazards within your control, and immediately report.
- Attend and actively participate in training programs provided in the interests of Health and Safety.
- Ensure accidents and near misses are reported as soon as reasonably practicable; and
- Ensure assessment and control of risk is managed in accordance with the Council's Risk Management Framework.
- Complete Council's induction requirements

Record Management

Sorell Council uses a record management system, TARDIS (Total Administrative Record and Document Information System). All Council documents and records are a State legislated record controlled by the Tasmanian Archive & Heritage Office and are therefore required to be retained either on a temporary or permanent basis. All employees of Council are required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.

Key Selection Criteria

Essential:

- A thorough knowledge of animal husbandry, animal control, kennel and facility operations, an understanding of animal disease transmission and prevention methods together with the ability to cope with the physical aspects of the work.
- Proven ability to conduct inspections and investigations and produce effective outcomes within the parameters of relevant legislation, local laws, Council policies, plans and programs together with an ability to formulate concise and accurate written reports and correspondence.
- An understanding or ability to acquire knowledge of all relevant legislation, codes, and policies, in particular the *Dog Control Act 2000*, *Litter Act 2007* and *Traffic Act 1925* and *Road Rules 2019*.
- Proven conflict resolution skills to attain desired outcomes in a dignified and respectful manner whilst maintaining a positive Council image.
- Excellent oral communication and interpersonal skills with a proven ability to communicate effectively with people at all levels and from all backgrounds and the ability to act tactfully in sometimes very sensitive situations.
- Competent or the ability to acquire competent computer skills in Council's corporate computer systems, including InfoXpert and GIS (Council maps).
- Demonstrated organisational skills and the ability to maintain attention to detail when working on routine cases.
- Current drivers' licence.

Authorisation			
I hereby agree that this position description accurately reflects the work requirements.			
Manager name			
Manager signature		Date	
Employee name			
Employee signature		Date	
GM Name			
GM Signature		Date	