



Applicant Information Pack

Position: Development/Compliance Officer

Date: March 2022

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Application Form – Development/Compliance Officer



Surname	Given Names
Address	
Email	Preferred Phone
Working Rights	
Australian Resident Y or N	VISA Expiry Date:
	VISA Number:
Referees <i>I hereby give consent to the below referees being contacted.</i>	
1. Name	Position
Contact Number	Relationship
2. Name	Position
Contact Number	Relationship
Application Checklist	
This Form Completed Y / N	Resume Y / N
Pre-employment Health Disclosure Form Completed Y / N	Application Cover Letter Responding to Position Description Selection Criteria Y / N
Declaration by Applicant <i>I hereby declare that all information contained in this application is true and accurate and has been prepared directly by me and not another party on my behalf.</i>	
_____	_____
Signature	Print Name

Date	

Pre-Employment Health Disclosure Form

Development/Compliance Officer

Development/Compliance

March 2022



Purpose

Glamorgan Spring Bay Council is committed to ensuring it provides a safe place of work as required under the *Work Health and Safety Act 2012*. As part of fulfilling this commitment, Glamorgan Spring Bay Council requires that people disclose any real or potential health illness or injury or medication which may impact upon performing the above mentioned role.

In addition, Glamorgan Spring Bay Council also has a range of other safety practices to ensure a safe place of work such as testing for alcohol and drugs, monitoring fatigue and similar.

Position Risks

The below risks have been identified for the above mentioned role.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Use of visual display unit (IPad and Laptop) | <input checked="" type="checkbox"/> Repetitive use of mouse/keyboard |
| <input checked="" type="checkbox"/> Working under pressure | <input checked="" type="checkbox"/> Sitting for extended period (1.5 + hours) |
| <input checked="" type="checkbox"/> Standing for extended period (1.5 + hours) | <input type="checkbox"/> Driving |
| <input checked="" type="checkbox"/> Lifting less than 20kg | <input type="checkbox"/> Lifting 20-35kg |
| <input type="checkbox"/> Lifting more than 35kg | <input type="checkbox"/> Climbing ladders |
| <input checked="" type="checkbox"/> Working at heights (greater than 2 metres) | <input type="checkbox"/> Sun exposure |
| <input type="checkbox"/> Dust exposure | <input type="checkbox"/> Noise exposure |
| <input type="checkbox"/> Walking uneven surfaces | |

Disclosure

Print Name	
Date Completed	

Item	Date	Details <i>(Name injury/illness/medication, impact, treatment)</i>
Illnesses <i>Disclose any past or current illness that may re occur, be triggered or exacerbated by the risks identified.</i>		

<p>Injuries <i>Disclose any past or current injuries that may re occur, be triggered or exacerbated by the risks identified.</i></p>		
<p>Current Medications <i>Disclose any medications that may impact upon the performance of the role as per the risks identified.</i></p>		
<p>Past Workers Compensation <i>Disclose any current or past workers compensation that may impact upon the performance of the role as per the risks identified.</i></p>		

Note: add additional pages to this if required.

Declaration and Authorisation

I declare that the information provided in this Pre-Employment Health Disclosure Information Form is true and accurate at the time of completion and acknowledge that failure to provide true and accurate information could later result in termination of employment in the event I was appointed to the above mentioned position.

I authorise for this information to be passed on to a medical professional as part of any pre-employment medical I may be required to undertake during the recruitment and selection process.

<p>Print Name</p>	
<p>Signature</p>	

Position Description

Development & Compliance Officer

Band 2

Enterprise Bargaining Agreement

Development and Compliance

Triabunna

March 2022



PRIMARY OBJECTIVE

Provide administrative support functions for the following areas:

- Building and Plumbing
- Planning
- Compliance (environment, animal, fire).

ORGANISATIONAL RELATIONSHIPS

Reports to the Director Planning & Development.

The position has nil direct reports.

KEY ACCOUNTABILITIES/CHALLENGES

- Explaining legislative frameworks and requirements to people in a practical and understood manner
- Remaining abreast of the various legislative requirements as they change by law and evolve in practice
- Remaining professional with customers which may be difficult and/or irate.
- Supporting the team in ensuring compliance activities are carried out on time, minimising scope for legislative breach.

PRIMARY RESPONSIBILITIES

This position's main responsibilities are to:

- Provide efficient and accurate administrative support to the Planning & Development Directorate.
- Plan and coordinate all centralised administrative tasks required for the Directorate.
- Implementation and assisting with the coordination of organisational reporting requirements within the Directorate.

Building and Plumbing (Permit Authority)

- Process and register building and plumbing applications/amendments.
- Issue building and plumbing approvals and completion certificates within legislative timeframes.
- Authorise/register start work notices.

- Receive customer enquiries and provide advice to members of the public to ensure they receive the correct information for building and plumbing work in accordance with the Director's Determinations under the *Building Act 2016*.
- Organise inspections and review of files as required for relevant Officers.
- Attend permit authority meetings and participate in ongoing professional development to meet the required licence renewals.
- Provide monthly reports for building work approvals to the relevant Federal and State government departments i.e. BCIT Levy, BAF Levy, ABS Statistics, Council reports, Supplementary Valuation List.
- Prepare and issue general correspondence (letters, emails and other documentation as required).

Planning

- Process rural and urban street addressing.
- Receive and register development applications, process relevant advertising as required.
- Record objections to applications for Officer review in completing assessments.
- Update Council templates for reporting purposes with development specific data and general application information as required.
- Issue approved development applications with any conditions to customers and ensure recorded in Council electronic files.
- Collate data and gather research as requested by Officers that pertains to provision of advice, complex assessments or tribunal matters.
- Receive customer enquiries and provide advice to members of the public to ensure they receive the correct information in relation to planning processes and submissions made.
- Prepare and issue general correspondence (letters, emails and other documentation as required).

General Compliance (Environmental Health, Fire Abatement, Animal Control)

- Co-ordinate and book inspections and attend to general enquires on behalf of Council's Compliance Officers.
- Assist Compliance Officers in researching information, preparing notices and orders, 337 certificates, customer correspondence, investigative files and similar administrative support.

ALL STAFF RESPONSIBILITIES

- Ensure that safety is considered and practised in all aspects of role performance and that it is effectively managed in accordance with Council's safe system of work.
- Comply with all Council policy and procedures which may be varied from time to time in consultation with appropriate staff.
- Carry out all responsibilities of the role in accordance with Council's code of conduct.
- Adhere at all times to the *Local Government Act 1993 Tas.* or any other specific legislation or professional standard that relates to the role.

QUALIFICATIONS, EXPERIENCE AND ABILITY (SELECTION CRITERIA)

1. Certificate III in Office Administration, Business or Business Administration or Local Government or an equivalent combination of skills, experience and training.
2. A history of maintaining confidentiality, privacy and a reputation of acting at all time with honesty and integrity.
3. A high level of attention to detail, timeliness and accuracy in work.
4. Highly developed organisational skills with the ability to maintain a large workload with strict deadlines.
5. Demonstrated skills and ability to relate effectively to a variety of clients offering a high level of customer service to internal and external customers.
6. Advanced proficiency in business related computer software (Microsoft Office Applications)
7. Demonstrated analytical skills.
8. Ability to work cooperatively in a team environment.
9. A current 'C' class drivers licence.
10. An understanding of regulatory services functions as it relates to Local Government (desirable).

Recruitment and Selection Information

March 2022



Council would like applicants to advise in their cover letter how they wish to work (pattern of) the minimum 22.5 hours.

The position is a Band 2 in the enterprise agreement and therefore attracts remuneration commencing from \$54,455 full-time equivalent. Council also has a range of other benefits including 16.5% super.

Glamorgan Spring Bay Council is committed to employment via merit selection which is based on ensuring the best person for the job will be hired. Discriminatory attributes such as gender, age, religion, political beliefs and so forth as covered by Tasmanian anti-discrimination legislation will not be considered or influence recruitment and selection decisions.

After applications are received they will normally be shortlisted against the selection criteria as outlined in the last section of the position description. Assessment of these criteria is carried out by reviewing all information provided by the applicant in their application.

An interview process will typically involve a panel of people that may include people outside of Council. Depending on the content to be covered interviews can range from 20 minutes to two hours and conducted face to face, via video links or over the phone. Applicants will be tested against the same criteria and the interviewee may be asked to elaborate further on information provided in their application.

A process may involve more than one interview with the same or different people, aptitude testing, psychometric analysis and referee checking. Preferred applicants may also be required to undertake a medical as per the risks identified for the position, their health disclosure and general compliance with Council's safety requirements.

Successful applicants will be advised verbally in the first instance of Council's offer and subsequently provided with a contract of employment for consideration. Generally people have up to 14 days to consider an offer made.

In some instances relocation assistance may be offered to a successful applicant.

Recruitment processes can take anywhere between two to 12 weeks to carry out depending on the components involve, applicant availability and location. During this time questions on progress should be directed to the person listed in the advertisement for specific position being filled.

Glamorgan Spring Bay Council does not provide for an appeal process with respect of recruitment and selection decisions.

All applications should be sent to kristy@hrisesp.com.au with the subject header of Application: Development & Compliance Officer.

Applications for this role close on 5pm 4 April 2022.