



# NPARC POSITION DESCRIPTION

<b>Position Number</b>	TBA	Date of last review	April 2021
<b>Position Title</b>	Manager Regulatory Services		
<b>Classification</b>	Queensland Local Government Industry (Stream A) Award – State 2017 – Band 3 Level 1 to 2 (depending on skills and experience) \$96,705 to \$101,906 per annum		
<b>Division</b>	Operations		
<b>Branch</b>	Regulatory Services		
<b>Section</b>	Not Applicable		
<b>Location</b>	Umagico		
<b>Employment Type</b>	Fulltime 3 Year		
<b>Supervisor</b>	Executive Manager Community and Regulatory Services		
<b>Direct reports</b>	4 Direct Reports 4 Indirect Reports		

## 1. ORGANISATIONAL ENVIRONMENT:

### ***The Northern Peninsula Area Regional Council's mission is:***

*To support the provision of high standard local government services and economic growth of the Northern Peninsula Area through the sustainable use, development and management of land, water and native vegetation resources, whilst protecting the rights and interests of both the individual and the community.*

### ***The Northern Peninsula Area Regional Council Vision is:***

*With Respect and pride, we build a future for our children based on unity, equitable self-governance, education and culture.*

### **Council Responsibilities**

The Council is charged with ensuring a wide range of local government services are delivered throughout the communities of the Northern Peninsula Area including housing, utilities such as waste management, wastewater management, roads infrastructure, sporting and recreational facilities.

Good community development is also a responsibility of Council in nurturing the establishment of a strong community that controls and uses its assets to provide cultural and other community events and promote and support social justice to improve the quality of our community life. Council works with the community, government funding agencies and, where appropriate, business, to secure the necessary resources for these purposes.

## 2. PRIMARY OBJECTIVES OF THE POSITION:

The primary aim of this position is to efficiently and effectively manage environmental health, local laws implementation & enforcement and animal's matters, issue licences & permits as well as manage all activities associated with Regulatory Services in the Region.

## 3. CONDITIONS OF EMPLOYMENT:

The conditions of employment for this position are in accordance with the *Northern Peninsula Area Regional Council Certified Agreement 2019*, Council's policies and procedures, Council's Code of Conduct and other legislative requirements

#### **4. WORKPLACE HEALTH & SAFETY RESPONSIBILITIES:**

The employee shall comply, with the Workplace Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Policies and Procedures and shall comply with instructions given by the responsible manager or supervisor in respect of the health and safety of themselves and other persons.

#### **5. KEY ACCOUNTABILITIES:**

Key duties and responsibilities will include:

- Ensuring that Council's long-term strategic land use plans and environmental plans are integrated and meet the Council, community, and legislative requirements.
- Ensure compliance with legislation and policy when undertaking regulatory duties related to animal management, building and plumbing inspections and certifications, and environmental health management.
- Overseeing of investigations into complaints related to regulation and compliance in respect of issues involving transport, traffic, parking, animals, pests and weeds, and physical Council assets including footpaths.
- Coordinate environmental health inspections undertaken on a planned and random basis and furnish reports with recommendations (within delegations of the position).
- Manage in accordance with resource allocation including budget.
- Manage staff in accordance with Council policy and best practice human resource initiatives.
- Attend Council, Committee and Management meetings as required.
- Monitor and evaluate client requirements (internal and external) and ways to meet them.
- Prioritise own tasks to meet appropriate deadlines.
- Maintain knowledge of current trends in regulatory services management in the public sector as they relate to this position.

#### **6. SELECTION CRITERIA**

##### **Essential:**

1. Possession of a current Queensland 'C' Class driver's licence.
2. Relevant degree qualification in environmental science or a related field and/or significant experience in a similar role.
3. A record of achievement in a similar role responsible for regulatory services including waste management, noxious weed management, animal management and public health in a medium sized organisation.
4. Demonstrated personal competencies, including effective communication skills (written, verbal and non-verbal), ability to successfully negotiate for outcomes, sound decision making skills, and genuine commitment to consultation and engagement with stakeholders.
5. Sound knowledge of Local government and other legislation as well as policy that relates to land use planning, development assessment, environmental services, waste management, and Local Law compliance.
6. Demonstrated experience in preparation of statutory returns and management reports.

- 7. Demonstrated ability to manage direct reports, time and workload whilst completing several tasks simultaneously and ensuring that predetermined deadlines are achieved.
- 8. Demonstrated skills and experience with the Microsoft Office suite of applications such as Word, Excel and Outlook.

**9. Desirable:**

Nil

**7. PERFORMANCE INDICATORS:**

- 1. Efficient and effective management of pests, weeds, animals, etc in line with the minimum standards set by Council.
- 2. Efficient and effective management of environmental health issues and land use planning matters.
- 3. Issue licences and permits as required to ensure community compliance with policy and Local Laws.
- 4. Maintain cemeteries and provide assistance with funeral services to the minimum standard set by Council.
- 5. Take a lead role in the regulation and compliance issues of Council in respect of environmental health.
- 6. Performance appraisals of self and direct reports every twelve (12) months
- 7. Other targets as agreed between the Executive Manager, Operations and officer during the annual performance reviews
- 8. Ability to complete both work and manage workload at a level of professionalism and competency commensurate with required standard.

<b>Signed in Acceptance of the Position</b>		
Employee Name: _____	Signature: _____	Date: _____
PRINT		
Exec. Manager Name: _____	Signature: _____	Date: _____
PRINT		