



Position Description

A. POSITION PROFILE

Position:

Regulatory/Compliance Officer

Position Evaluation:

Award: Band 2 Level 2

Salary System Grade: 13

Conditions of Employment:

Australian Citizen or Right to Work in Australia

Local Government (State) Award

Permanent Full-time – 35hr Week

Superannuation 12%

Additional Benefits:

Nine Day Fortnight

Position Occupant:

Vacant

Department:

Operations

Section:

Regional Services Cootamundra

Location:

Cootamundra

Gundagai

Direct Supervisor:

Manager Regional Services - Cootamundra

Number of Staff Supervised by this position:

Nil

B. STATEMENT OF FUNCTION

Provide timely, accurate and customer focused administrative support which underpins the effective delivery of services and functions of the Regional Services team.

Administer regulatory and data management requirements for Cemeteries, Priority Weeds, Biosecurity, Saleyards, Companion Animals, Waste Management, Fines and other regulatory functions.

C. KEY RESPONSIBILITIES

1. Oversee regulatory and compliance requirements enabling operations of Departments activities to be compliant, and in accordance with adopted Policy, and Procedures.
2. Assist the Supervisors of other Department Sections as and when required.
3. Liaison with the community associated with the positions responsibilities as and when required.
4. Manage all correspondence and communications as required with council's infoXpert requirements.
5. Ensure Council's Regulatory data systems are maintained to an adopted standard.
6. Assist in the development of new initiatives where applicable.
7. Ensure compliance with Council's WHS policies and procedures.
8. To assist the Manager Regional Services to review and develop the annual operation and capital budgets and Units Operational Plan.
9. Promote a positive organisational image through excellent customer relations and service.
10. Administer all facets of Council's cemetery operations including bookings; invoicing and accounts receivable; wording for headstones/monuments and maintain the deceased register in a timely and accurate manner.

D. DUTIES

1. Manage Regulatory data management requirements for Cemeteries, Priority Weeds, Biosecurity, Saleyards, Companion Animals, Regulations, & Fines etc.
2. Prepare reports to the Manager Regional Services as and when required on matters relating to the Regulatory/Compliance Services Division.
3. Prepare and submit relevant grants as and when required.
4. Contribute towards the preparation of Councils annual Operation and Financial Plans.
5. Prepare, implement, and monitor contracts/policies etc, associated with regulatory/compliance programs.
6. Assist the Manager Regional Services to research, develop and implement improved regulatory management systems.
7. Respond in a timely manner to the SWRWG Manager, supplying information as required.
8. Monthly reporting of the waste services financial & operational activity. Ensuring the accurate collection of data for analysis, investigating waste trends and activities, leading to recommendations when required.
9. Ensuring that all waste licences, policies and regulations are in place and relevant.
10. To oversee all regulatory matters associated within the department e.g. completion of EPA, WARRP, and all other required documentation. Ensuring escalation of matters to the Manager when required.
11. To ensure that all leases are up to date and compliant, through managing a register and other associated data.
12. Arrange and attend community meetings as and when required.
13. Research and present information to the Manager Regional Services relating to new products and their suitability for use in Regulatory Services Division.
14. Assist with responses to and provide feedback for Council's Customer Action Request System (CARS).
15. Provide information to Managers/Supervisors on all aspect of duties undertaken and accurately complete required workplace records.
16. Monitor works projects, ensuring safe work practices are adhered to and completion within required timeframes.
17. Undertake hazard identification and safety procedures when required.
18. Carry out any other duties that are within the limits of the employees' skill, competence, and training.

E. ESSENTIAL CRITERIA

1. Minimum of 5 years' experience in a similar role/position.
2. Current Class C Drivers Licence.
3. Demonstrated high level written and verbal communication skills, interpersonal skills including customer service and attention to detail.
4. A good understanding of the relevant technology, procedures and processes used within the area of responsibility.
5. An ability to manage time, set priorities, plan, and organise work in advance.
6. Working knowledge of roles and responsibilities under the WHS Act 2011.

F. DESIRABLE CRITERIA

1. Tertiary qualifications or currently obtaining relevant recognised qualifications in a related discipline i.e. Regulatory Management or Biosecurity.
2. WHS Construction Induction (NSW White card) or equivalent.