

POSITION DESCRIPTION

Job Title	Development & Compliance Officer	Band	7
Team	Finance	Manager	Finance Business Partner

The Nhulunbuy Corporation is a not-for-profit entity that receives its authority from an agreement with Rio Tinto Alcan Gove (RTA) to manage the township of Nhulunbuy, the nearby Industrial Estate and the Gove Airport. The Nhulunbuy Corporations primary responsibility is to provide services to Nhulunbuy residents, businesses and ratepayers.

Position Objectives

- Further develop and maintain an effective building standard in Nhulunbuy Township, the Industrial Estate and Gove Airport;
- Review and develop the building and planning frameworks;
- Draft local by-laws, policies and procedures and facilitate peer-review of same;
- Educate the community to ensure awareness of and conformity with relevant building/planning policies and frameworks;
- Deliver internal and external training when required;
- Liaise with RTA and the public with regards to building, leasing and zoning issues;
- Provide input to town development plans;
- Maintain the GIS mapping systems;
- Responsible for management of staff accommodation;
- Perform duties as a Regulatory Officer responsible for enforcement of Nhulunbuy Corporation policies and by-laws; and,
- Assist the Animal Control and Compliance Officer when available and provide relief in their absence.

Relationships

Internal Directly reporting to the Finance Business Partner, regular contact with the CEO and cooperation with all Nhulunbuy Corporation employees.

External Contact and cooperation with members of the public, Rio Tinto Alcan, NT and Federal Government bodies, Traditional Owner groups and other third parties as required.

Responsibilities

Development

- Provide interpretation and guidance on the Nhulunbuy Town Development Plan to staff and members of the public;
- Review and facilitate action of all Development Applications as submitted; and,
- Facilitate applications for re-zoning or development which requires assessment against the Nhulunbuy Town Development Plan;

Building Administration

- Receive all building and development related applications and provide assistance and guidance to applicants as required;
- Scrutinise each application for compliance with the Building Code of Australia and recommend all compliant applications to RTA as the head-lease holders in accordance with the Building Application Processing procedures;
- Approve all compliant Minor Works applications in accordance with the Building Application Processing procedures;
- Approval for short-term (temporary) siting of Shipping Containers;

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- Maintain all applications, recommendations, approvals, GIS mapping and specifications in accordance with the Building Application Processing procedures and in line with the Nhulunbuy Corporations record keeping standards;
- Conduct research and compile data to write policies, processes, procedures and by-laws as required;
- Monitor policies, processes, procedures and by-laws to identify ineffective processes and take steps to implement change;
- Carry out visual inspections for sub-lease transfers and home trading and issue temporary Shipping Container permits where appropriate;
- Review and process Excavation Permits as submitted;
- Complete Australian Bureau of Statistics (ABS) returns (monthly and annually);
- Contract Management of Fire Safety contract; and,
- Instigate investigations for location of plumbing and drainage services and survey as necessary with relation to building sites.

Communications

- Prepare a range of written correspondence including reports, investigations, forms, policies, processes and procedures;
- Communicate verbally with customers and ensure that an educational approach is adopted;
- Liaise with NT and Federal Government departments, Aboriginal interest groups, RTA Gove Operations, legal services, community groups, businesses and residents as required; and,
- Prepare draft by-laws and reviews of legislation and policies where appropriate.

Compliance and Regulatory

- Undertake tasks as directed by the Finance Business Partner;
- Investigate breaches of head lease agreements by sub-lease holders and/or tenants and carry out enforcement action as per developed procedures;
- Investigate incidents of littering and take regulatory action where necessary;
- Educate the community on the requirements listed within the Building Application Processing procedures and relevant policies and procedures;
- Seize and impound abandoned vehicles in accordance with legislation and procedures;
- Monitor illegal parking of vehicles on reserves (ie. around green-waste bins);
- Seize and impound domestic animals in accordance with the Animal Control By-laws (when Animal Control Officer is on-leave);
- Issue infringement notices when required; and,
- Investigate, prepare and present prosecution briefs for legal proceedings as required.

Asset and Project Management

- Conduct staff housing inspections to identify maintenance requirements;
- Arrange quotations on necessary maintenance works and authorise purchase orders in accordance with FM01 – Procurement Policy; and,
- Project management of works relating to both classes of asset

WHS and Risk

- Attend WHS and Risk Management meetings as required;
- Conduct incident investigations when required;
- Assist with preparation of WHS policies, procedures and processes ;
- Conduct community infrastructure safety audits as required and research standards and guidelines to prepare reports with recommendations; and,
- Provide relevant and ongoing training to members of staff as required.

General functions

- Undertake electricity and water-meter reads (approximately 1,800 meters) on a quarterly basis and ensure timing is not compromised to generate billing prior to quarter-end;
- Undertaken interim electricity and water-meter reads on-demand (varied);

Minimum Requirements

Qualifications

- Tertiary qualification in building and/or a relevant trade
- Cert IV in Training and Assessment
- Class 'C' manual driver's licence
- First Aid certificate
- Project and Asset Management experience

Knowledge and Skills

- 5+ years in building control and/or town planning experience
- 5+ years in compliance or law enforcement experience would be desirable
- Knowledge of the Building Code of Australia and sound knowledge of the building and planning industry
- High level organisational ability, capacity to work unsupervised, ability to determine priorities and set/meet deadlines under pressure
- Demonstrated ability to achieve outcomes, analyse and act strategically and apply problem solving skills where necessary
- Strong ethics and a proven ability to work within a team as a contributing member
- Demonstrated high level of skill in conflict resolution
- Demonstrated high level of time management skills
- Comprehensive working knowledge of by-laws and relevant legislation and the ability to carry out enforcement
- Demonstrated ability to understand, interpret and apply legislation
- Previous experience in investigating breaches of legislation and preparing investigation reports to support a prosecution
- High level computer skills and the ability to create forms, accurate logs, notes and reports in digital form with previous experience working in the Microsoft Office suite
- Demonstrated high level of skill in oral and written communication
- Plan and conduct education/training campaigns to achieve effective deterrence and maximise voluntary compliance
- Previous experience in Asset and Project Management and a proven ability to manage a budget
- Proven ability to work autonomously and use discretion

Approved by

Chief Executive Officer

Date 16 April 2018