

POSITION DESCRIPTION

POSITION TITLE	Compliance Officer
DEPARTMENT	Corporate Services
POSITION LEVEL	Level 8
POSITION REPORTS TO	Manager Corporate Services
TENURE	Permanent Full Time
CERTIFIED AGREEMENT	Full-time Permanent (76 hr fortnight)

The Nhulunbuy Corporation is a not-for-profit entity that receives its authority from an agreement with Rio Tinto Alcan Gove to manage the township of Nhulunbuy, the nearby Industrial Estate, and the Gove Airport.

The Nhulunbuy Corporation's primary responsibility is to provide Municipal services to Nhulunbuy residents, businesses, and ratepayers. This position is offered as an ongoing permanent position. It is a requirement for all employees to work within the organisation's values and core outcome areas.

Nhulunbuy Corporations Values	Nhulunbuy Corporation Key Outcome Focus Areas
Honesty	Engaged Community
Integrity	Efficient Service
Respect	Effective Teamwork
Equality	Strong Leadership
Diversity	

ROLE OBJECTIVES

Reporting directly to the Manager Corporate Services, the Compliance Officer will support Corporation's direction by promoting compliance with and understanding of the town by-laws, planning scheme and other legislation and policies administered by the Corporation in a professional and efficient manner and for ensuring the development of good working relationships with all staff and the public. The Compliance Officer will also be involved in the prompt and accurate investigations of complaints in relation to compliance matters. The Compliance Officer will also ensure compliance with the Corporation's Fees and Charges.

KEY ROLE OUTCOMES

By-Laws – Environmental Health / Abandoned Vehicles

- Provision of community advice and information relating to by-laws
- Enforcement of by-laws as required.
- Reviews, investigations, and dispute resolution relating to by-laws as required.

By-Laws – Animal Management

- Provision of support to the Animal Management Officer as required.

Building Compliance

- Provision of community advice and information relating to development applications and building permits.
- Assistance in the completion of:
 - Sub Lease Transfer Reports
 - Shipping Container permits
 - Excavation permits
 - Demolition permits
- Reviews, investigations, and dispute resolution relating to building compliance as required.

Policies

- Provision of community advice and information relating to Corporation policies.
- Enforcement of policies as required.
- Reviews, investigations, and dispute resolution relating to policies as required.
 - These includes but are not limited to:
 - Home Trader Policy
 - Verge Policy
 - Shipping Container Policy
 - Excavation Policy

Communication

- Prepare a range of written correspondence, including reports, investigations, forms, policies and procedures. Communicate verbally with customers and ensure that an educational approach is adopted to compliance activities.
- Liaise with NT Government departments, Aboriginal interest groups, Rio Tinto Alcan, Legal services, community groups, businesses, local schools and residents as required.

Other

- Assist with preparing reviews of legislation and policies where appropriate.
- Assist with all related records management of compliance activities.
- Provide training to other employees where requested.
- Any other reasonable duty as required by the Nhulunbuy Corporation management.

WORK DUTIES

The position description does not act to limit or set specific duties required to fulfil this role, this document serves to describe the role and outline the required outcomes and to set expectations.

All employees are required to have a flexible approach to their work, including undertaking work duties which may fall outside those required of this role. All employees must comply with reasonable and lawful directions.

The position has the responsibility for after hours on-call such that the Nhulunbuy Corporation provides a 24hr/7day response to animal management related matters and may require some afterhours/paid overtime.

WORK HEALTH & SAFETY

- While at work, take reasonable care for the health and safety of all persons who are at your place of work and who may be affected by your acts or omission at work.
- Follow all WHS policies, procedures and practices.
- Be a team player and maintain a realistic level of industrial harmony.
- Follow policies, procedures and practices that do not discriminate against individuals in employment or education on the basis of race or ethnicity, sex, marital status, pregnancy, sexual preference, disability, age and religious or political affiliation.
- Uphold NCL's policies with regard to the Corporation's vision, goals, interpersonal relationships and Code of Conduct.

QUALIFICATIONS/LICENCES REQUIRED

ESSENTIAL

- Recognised qualifications or extensive experience in the field of specialist expertise, such as local government by-laws and compliance, building regulation, town planning or regulatory compliance and enforcement.

EXPERIENCE/SKILLS/KNOWLEDGE REQUIREMENTS

ESSENTIAL

- A desire to understand and cooperate with the traditional owner groups and a desire to respect the cultural boundaries that are present throughout the East Arnhem Peninsula.
- Ability to prepare, compile and write-up investigation reports.
- Intermediate computer skills and the ability to create accurate logs, notes and reports in electronic form.
- Plan and conduct regular education campaigns to achieve effective deterrence and maximise voluntary compliance.
- Strong ethics and a proven ability to work both autonomously and as a member of a team.
- Experience in investigating complaints under the local government legislation desirable.
- Ability to interpret and apply legislation and relevant policies.

SIGNATURES

Employee Name	
Employee Signature	
NCL Representative Name	
NCL Representative Signature	
Date	