

POSITION DESCRIPTION

Position Title:	Built Environment Officer	Reports to:	Built Environment Coordinator
Department:	Planning and Development	Directorate:	Communities, Planning and Environmental Services
Stream:	Stream A	Pay Level:	Level 2-3 (Division 2 - Section 1) 12% superannuation & 17.5% leave loading
Award:	Queensland Local Government Industry Award – State 2017	Agreement:	The Southern Downs Regional Council Certified Agreement, as amended

1.1 THE DEPARTMENT

With teams in building, plumbing and planning, the Planning and Development Department falls within the Communities, Planning and Environmental Services directorate, tasked with governing development in Southern Downs and fostering growth in the region. The department raises community awareness of compliance with statutory requirements and educates the community on the broader land use policy.

Key functions of the department include assessing development applications and providing advice to developers, residents and elected members. In this role you will provide detailed advice to Council on the associated legislation governing planning and development, find creative solutions to development problems and be involved in the progression and review of strategic planning documents.

The Planning and Development team at SDRC are ready to welcome you, whether you are an experienced professional looking to expand your opportunities in local government or a graduate looking to join a dynamic and diverse Council to kickstart your career.

1.2 VALUES

Southern Downs Regional Council recognises our people as our strength, and our five values guide how we work with each other, our actions, our decision making and how we serve our community. Our values bring us all together and contribute to our employees having a meaningful and rewarding career, with opportunities to grow and thrive.



Act with Integrity | **One Region, One Team** | **Lead by Example** | **Service Excellence** | **Our People, Our Strength**

1.3 THE OPPORTUNITY AND JOB ROLE

The key function of the role as the Built Environment Officer is to support the efficient and effective operation of the Built Environment Team.

1.4 KEY RESPONSIBILITIES AND DELIVERABLES

The key responsibilities may be modified from time to time to ensure the expected outcomes support the Council's operational and corporate plans. All duties are to be conducted in an efficient, timely, professional and safe manner.

The key responsibilities and deliverables for this role include:

- Level 2 responsibilities:
 - Provide administration assistance in building and plumbing and drainage applications and the implementation of procedures and relevant legislation.
 - Provide routine advice to both Council officers and the general public on building and plumbing and drainage applications and other administrative requirements.
 - Assist in maintenance of registers, application tracking systems, inspections bookings and records, including (but not limited to) register relating to backflow prevention devices and on-site sewerage facilities.
 - Provide assistance to other officers of the Department as directed and to carry out relieving duties as necessary.
 - Maintaining records consistent with Council requirements and the Privacy Principles.
- Level 3 responsibilities, in addition to the above:
 - Undertake preliminary assessment of building and plumbing and drainage applications to determine if “properly made” in accordance with the relevant legislation, including issuing of notices.
 - Process and assess routine building and plumbing and drainage applications in accordance with relevant legislation, including issuing of notices
 - Liaise with other Local Governments, State and Federal agencies, and private industry on building, and plumbing and drainage matters.

Other duties as directed by the supervisor.

1.5 SELECTION CRITERIA

ESSENTIAL CRITERIA

1. Demonstrated experience in and knowledge of, development assessment processes, following documented processes and administrative tasks.
2. Demonstrated ability to plan and organise workload to meet outcomes within required timeframes.
3. Ability to effectively interpret and apply legislation to achieve outcomes.
4. Excellent interpersonal skills to enable effective communication skills both in person and in writing.
5. Demonstrated ability to deal effectively and positively with customers.
6. Highly skilled in using computers and a wide range of software and online tools to support efficient and effective work.
7. Ability to work as a team member and contribute to team outcomes.
8. Knowledge of work health and safety considerations relevant to the role and how to limit risks in the environment where this role operates.

DESIRABLE CRITERIA

1. A sound understanding and general interest in Local Government operations.

1.6 TRAINING

- On the job training will be provided to ensure that the position holder maintains a satisfactory knowledge and skill base.
- The position holder will be encouraged to attend workshops and seminars relevant to the position so as to ensure ongoing professional development.

1.7 WORK HEALTH AND SAFETY RESPONSIBILITIES

- Comply with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Work Health and Safety Policies and Procedures.
- Comply with instructions given by the relevant manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons.

1.8 ORGANISATIONAL RESPONSIBILITIES

- Comply with all the requirements of Council policies and procedures as amended from time to time.
- Ensure complete and accurate records are captured, created and maintained.
- Deliver high-quality customer service within the organisation and to the public.
- Ensure the security and appropriate intended use of Council information at all times.

1.9 REQUIRED LICENCES AND QUALIFICATIONS

- A Class C (car) licence or greater is required in this role.
- A white construction card or the ability to obtain one is a mandatory requirement for this role.

1.10 DESIRABLE LICENCES AND QUALIFICATIONS

- A relevant qualification(s) of at least certificate level would be highly regarded.

1.11 OTHER POSITION REQUIREMENTS

PROBATION PERIOD

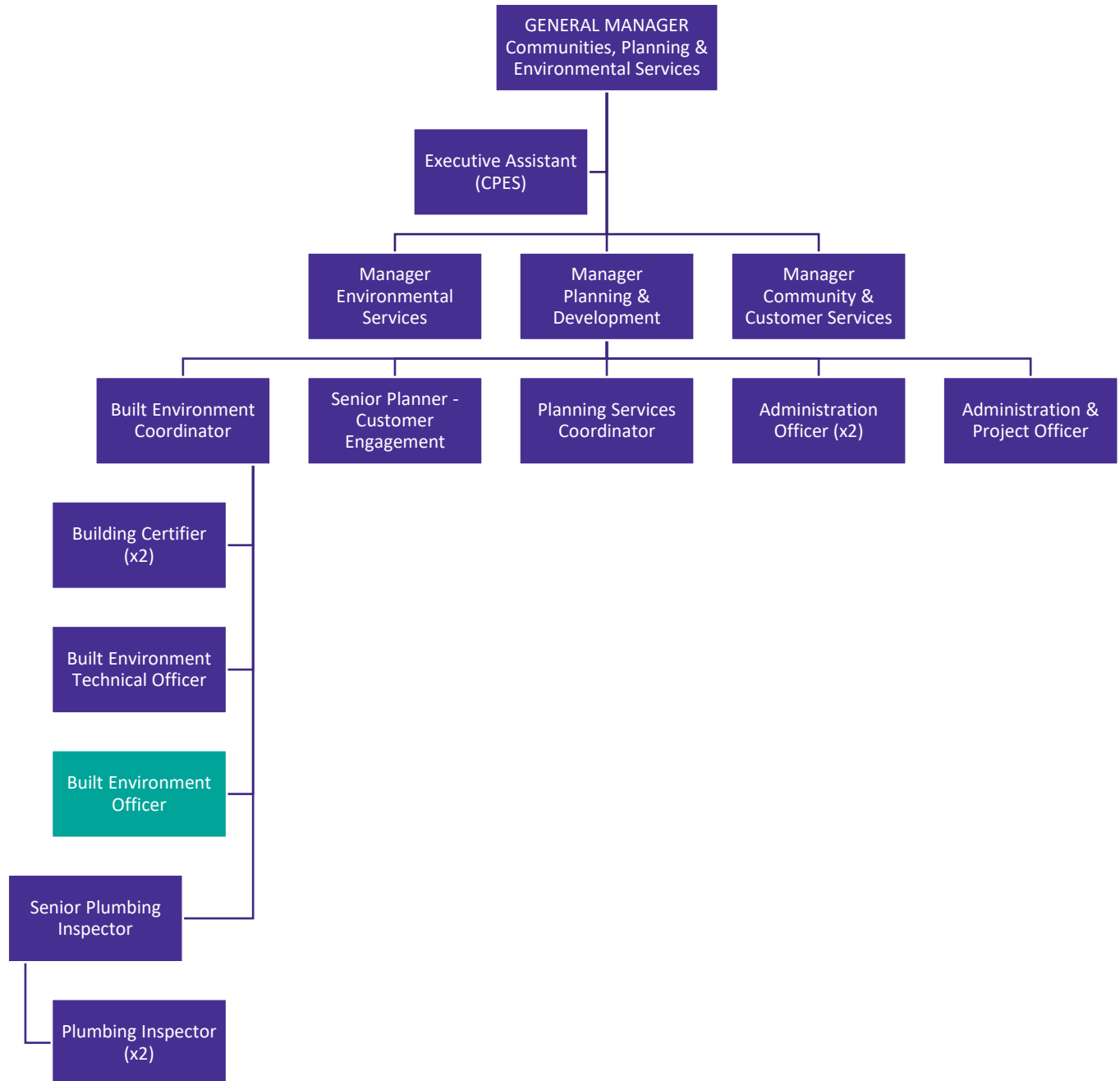
- This role is subject to a three (3) month Probation period to a maximum of six (6) months, during which time the employee will be assessed for suitability as part of ongoing development in the role.

PRE-EMPLOYMENT CHECKS

- Prior to employment external candidates **will** be subject to the following checks in most instances:
 - National Criminal History Check (mandatory)
 - Pathology Drug and Alcohol screening (mandatory)
 - Reference Checks (mandatory)
 - Health Declaration (mandatory)
- Prior to employment external candidates **may** also be subject to the following checks:
 - Functional Capacity Assessment / Fitness for Work (to assess physical suitability for the role)
 - Formal qualifications check
 - Rights to Work in Australia – VEVO check
 - Licence disqualification / traffic history checks with Queensland Government
 - Blue card Working with Children Check
 - Any other check that is reasonably required by Southern Downs Regional Council

1.12 REPORTING STRUCTURE

ORGANISATIONAL RELATIONSHIP



Council values diversity and welcomes applications from people of all backgrounds and cultural heritage, that have working rights in Australia.