



Position Description

Swimming Pool Certifier

Division	Planning and Place
Business Unit	Environmental Compliance
Grade	NB H
Job Code	JC00234

Council Overview

The Northern Beaches is truly unique. Our area stretches from Palm Beach in the north to Manly in the south and boasts 24 ocean beaches, over 80kms of coastline, 4 coastal lagoons, clean waterways, and beautiful wildlife. We recognise the traditional owners of our area and their continuing connection to waters and land, and we thank them for their protection of our coastline and its ecosystems.

We are home to nearly 270,000 residents and their vision for the Northern Beaches Council is a safe, diverse, inclusive, and connected community that lives in balance with our environment. We are committed to working with the community and other stakeholders in making this a reality.

As one of the largest employers on the Northern Beaches we are focused on building an engaged and productive workforce that partners with our community to protect, improve and create our future. The breadth of our service delivery is significant.

We are a modern, multi-award-winning council that strives for excellence in all we do including the provision of the highest levels of customer service. We are also the proud winner of the 2022 AR Bluet Award for the most progressive metropolitan council in NSW.

Council Values

Our Council Vision is 'Delivering the highest quality service, valued and trusted by our community'.

Our Values of **Trust, Respect, Integrity, Teamwork, Service and Leadership** provide the foundation for delivering the Vision and drives everything we do and the decisions we make.

Primary Purpose of the Position

This role provides professional advice on all aspects relating to private swimming pool and spa enclosures and to undertake inspections throughout the Local Government Area to ensure compliance with relevant legislation and regulations.

Key Accountabilities

- Ensure compliance with legislative requirements in relation to swimming pools and their barriers, including conducting inspections and investigations, assessing applications for compliance certificate and exemption, and issuing notices, directions, and infringements.
- Represent Council in legal proceedings including attendance at court.
- Provide advice and guidance to the community, including delivery of educational programs.
- Acts as a subject matter expert for the Environmental Compliance team on issues relating to swimming pool legislation.

Key Challenges

- Managing the expectations of other stakeholders outside the Unit seeking timely input to information requests.
- Delivering accurate and consistent work within tight timeframes in a fast-paced high volume work environment.

Key Internal Relationships

Who	Why
Team Leader Building Control	• Provide high level support and updates on key issues and priorities. • Escalate issues and propose solutions. • Receive guidance.
Team	• Provide support. • Provide and receive guidance.
Stakeholders	• Manage the flow of information, seek clarification, and provide advice and responses. • Develop and maintain effective working relationships and open channels of communication.

Key External Relationships

Who	Why
Community Groups	Provide information and written and verbal responses to enquiries.
Stakeholders	• Manage expectations. • Provide information and written and verbal responses to enquiries.

Key Role Dimensions

Decision Making

This role operates autonomously to manage their day-to-day activities in line with priorities agreed with the Team Leader Building Control and in line with Council delegations.

Reports to

Team Leader Building Control

Direct Reports

Nil

Budget

NA

Essential Criteria

Current registration as a Swimming Pool Inspector or Building Surveyor, issued under the *Building and Development Certifiers Act 2018*; or an appropriate tertiary qualification in Building Surveying, Environmental Health/Science, or equivalent relevant experience.

Demonstrated high level understanding and application of relevant legislation including the *Swimming Pools Act 1992*.

Investigations experience, evidence gathering and undertaking investigations ideally within a compliance context.

Current Class C (minimum) Driver's Licence.

Key Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here.”

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework			
Capability Group	Capability Name	Level	Focus Capabilities
 Personal Attributes	Manage Self	Intermediate	Demonstrate Accountability
	Display Resilience and Adaptability	Intermediate	
	Act with Integrity	Foundational	
	Demonstrate Accountability	Intermediate	
 Relationships	Communicate and Engage	Intermediate	Community and Customer Focus
	Community and Customer Focus	Intermediate	
	Work Collaboratively	Foundational	
	Influence and Negotiate	Foundational	
 Results	Plan and Prioritise	Foundational	Deliver Results
	Think and Solve Problems	Foundational	
	Create and Innovate	Foundational	
	Deliver Results	Foundational	
 Resources	Finance	Foundational	Assets and Tools
	Assets and Tools	Foundational	
	Technology and Information	Intermediate	
	Procurements and Contracts	Foundational	

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicator
Demonstrate Accountability	Intermediate	Follows through reliably and openly takes responsibility for own actions Understands delegations and acts within authority level Is vigilant about the use of safe work practices by self and others Is alert to risks in the workplace and raises them to the appropriate level

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicator

Community and Customer Focus

Intermediate

Identifies and responds quickly to customer needs
Demonstrates a thorough knowledge of services provided
Puts the customer and community at the heart of work activities
Takes responsibility for resolving customer issues and needs

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicator

Deliver Results

Foundational

Takes the initiative to progress work tasks
Clarifies work required and timeframe available
Identifies what information/resources are needed to complete work tasks
Checks own work for accuracy, quality and completeness
Completes tasks under guidance, on time and to the required standard

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicator

Assets and Tools

Foundational

Uses core work tools and equipment effectively
Takes care of work tools, equipment, accommodation and community assets