



Compliance and Building Officer

Permanent Full Time

Are you looking for a rewarding career where you can grow and develop while having the benefit of living in an idyllic North Coast location? Here at Clarence Valley Council, we strive to be a progressive employer that offers a rewarding and flexible work environment. Our vision is to create a community full of opportunity and our workforce is where we start to achieve our community aspirations.

Located in the Northern Rivers of NSW, we cover 10,441 square kilometres with the three major community hubs of Grafton, Yamba and Maclean. We are one of the biggest employers in the Valley and can offer you a rewarding career and a new lifestyle. Our goal is to be the employer of choice in the Valley, creating opportunities for those who live here already and for those who want to move here.

We are in an exciting period of transformation with a focus on employee engagement, satisfaction and delivering exceptional services and facilities for the community. We strive to lead with openness and courage and want you to be part of that journey.

So come and join the team while enjoying all that Clarence Valley has to offer you and your family.

Learn more about living in the Clarence Valley [here](#).

What you need to know...

- permanent full time - 70 hours per fortnight
- the package: \$78,108 to \$93,145 plus superannuation per annum
- location: Grafton, NSW
- flexible work options for a healthy work/life balance
- enjoy the benefits of flex time
- access to fitness passport

About the role

The Compliance and Building Officer will deliver, high quality building and land use compliance functions relating to unauthorised matters on private land.

The role is responsible for investigating and resolving unauthorised works and illegal activity relating to development, land use and environmental compliance matters. Proactive and reactive compliance action will be delivered in a timely, accurate and practical manner to businesses, developers, contractors, landowners and persons occupying land to ensure quality advice is provided regarding legislative obligations, legal implications of unauthorised practice, and to ensure appropriate corrective actions are taken.

This position undertakes compliance and enforcement activities in accordance with relevant legislation, Council policies, procedures and development consent conditions, with a focus on the Environmental Planning and Assessment Act, Building Code of Australia, Swimming Pools Act, and Protection of the Environment Operations Act.

The role also monitors post-certification development compliance, gathers and manages quality evidence, prepares matters for court where required, and contributes to team performance and continuous improvement initiatives.

If you are highly organised, adaptable, bring a professional mindset, demonstrate strong integrity, sound judgement, a commitment to procedural fairness, and have experience in building and development legislation, we believe this opportunity would be great for you.

To be considered for this position you will need to:

- Address the **essential requirements** of the role as per position description
- Attach **certificates and licences** as listed in the essential requirements as a supporting document
- Attach a **cover letter** (2 pages maximum) and an up-to-date **resume** (5 pages maximum) that clearly details your skills & experience as relevant to this position. You will need to demonstrate how you meet the focus capabilities and how your skills will enable you to achieve the key accountabilities.
- Answer the **target questions** - maximum 300 words each question
 - Q1, Please tell us about a complex issue that you have investigated in a work role. What made the issue complex, what was your role, how did you gather evidence, what did you do to ensure fairness and consistency, how did you document the matter, what was the outcome, and what did you learn from the experience?
 - Q2. What strategies have you used to manage conflict or challenging conversations with members of the public or business operators? Provide a real example from your work or life experience and tell us the story.
 - Q3. Tell us how you have organised yourself to manage multiple competing tasks covering a wide geographic area and ensure delivery of effective results. What technology have you used, what considerations were relevant, and what guided your decision-making?

Contact

Leanne Grocott, Coordinator Compliance on 02 6643 0286

Closing date

Tuesday 13 October 2026 at 11.30 pm (NSW time).

Other important information

This position is located at Council's Grafton Office, however, this may change should business needs identify other work locations to be more appropriate to deliver our services in the future.

A probation period applies to this position.

How to apply

All applications must be lodged online via Council's website www.clarence.nsw.gov.au.

For further information about the selection process including tips on how to address the selection criteria please refer to the Careers page on the Clarence Valley Council website.

Do you want further information on how to apply under the Capability Framework? Please read our [How to apply for a job guide](#).

Council is an EEO employer and First Nations people are encouraged to apply. Council also recognises the skills and attributes of veterans and welcomes applications from ex-service personnel.