

Position description

Division Manager, Compliance

Position code:	749
Division:	Compliance
Location:	Moruya Administration Offices
Band/Grade:	Professional / Specialist Band 3 Level 4 – Grade 21

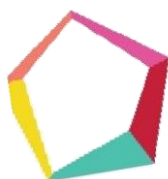
Council values

At Eurobodalla Shire Council we embrace diversity and inclusion and value the contribution and experience of all our people. We are proud to work on Yuin Country.

Our Council Values represent “the way we do things around here.” We value collaboration, respect, teamwork, professionalism, openness and trust. Our values guide our decision-making and behaviour and underpin the interactions and professional relationships we have with others in our day-to-day work.

Values also contribute to our organisation's strategic direction and reinforce our commitment to creating a safe and mentally and physically healthy workplace. We strive to build a workforce culture that embraces work-life balance, wellbeing, and flexibility.

We encourage applications from people of all backgrounds and abilities.



We are collaborative

We ask for and share ideas, insights and knowledge.
We find strength and reward in working together.

We are respectful

We show respect and compassion to each other and our community. When there are issues, we go to the sources.

We show team spirit

We nurture and value our relationships, bringing out the best in each other.

We are professional

We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.

We are open and trusting

We are upfront and sincere and trust our colleagues to respect our honest and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

The Division Manager will provide leadership for their Division and as part of the Level 3 Managers Team, contribute to major organisational projects and initiatives.

They will effectively and proactively manage the Compliance Division to ensure statutory requirements and Council standards are achieved across public health, environment and building regulatory services so that informed decisions can be made on these functions within legal and financial constraints.

Main duties:

Part 1 – Division Manager (Common)

1. Contribute to the development of strategies both at the Directorate and Organisational levels.
2. Take a lead role and actively contribute to the ongoing development, monitoring and review of Council's safety systems and policies, provide support for continual improvement and implementation strategies to ensure compliance with Council's Workplace Health and Safety (WHS) system, associated policies and procedures, and WHS legislation including NSW Workcover guidelines for an 'Officer'.
3. Assume financial accountability for the development, monitoring and achievement of the Division's budget.
4. Deliver and ensure effective people management within the Division. Instigate and follow through on performance management and coaching of employees and compliance with the Code of Conduct within the Division, including disciplinary procedures.
5. As a member of the Level 3 Managers Team take an active role in contributing to organisation wide projects and initiatives. Contribute positively to enhance communication through collective management and sharing of knowledge.
6. Act as a Business Excellence Framework champion for the Division and for associated Continuous Improvement Projects.
7. Actively promote a culture of excellence in customer service to ensure optimal delivery of both internal and external services.
8. Actively participate in the ongoing development, monitoring and review of systems that ensure the application of EEO and Diversity principles.
9. Ensure the health and safety of all persons through the continual improvement and implementation of Council's WHS Policy and WHS System, and associated WHS procedures.

Part 2 – Job specific

1. Provide professional public health, safety and regulatory services ensuring statutory requirements and Council standards are maintained to achieve a safe, well-designed built environment in an ecologically sustainable manner.

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2. Where called upon, undertake the careful assessment of applications under the *EP&A Act 1979, Local Government Act 1993, Swimming Pools Act 1992, Plumbing and Drainage Act 2011*, received by Council, including the application of Ecologically Sustainable Development (ESD) principles in accordance with relevant and required qualifications.
3. Manage Division responses to complaints and service requests including allegations of illegal dumping, unauthorised land use or building work, animal control, parking, pollution events, water quality and environmental activities along with Councillor requests and Council resolutions.
4. Oversight the provision of staff information, training and support structures, including staff access to professional development and supervision.
5. Attend and report to Council, committees and other public meetings/forums as required.
6. Conduct special assignments and assessments of the most complex regulatory matters requiring expert knowledge and experience.
7. Participate in, coordinate and lead strategy and policy where required.

Key Relationships:

- The Level 3 Managers Team
- Relevant Government Agency, development industry and community groups

Qualifications/experience (selection criteria)

Essential

1. Degree in either Town Planning, Applied Science (Environmental Health), Building Surveying, Law (LLB) or equivalent enabling membership of PIA or AIBS.
2. Demonstrated practical experience in Local Government or similar organisation at a management level and areas of service relevant to the position.
3. Demonstrated financial control, management, project management and communication skills.
4. Strong decision making skills to respond to organisation needs, a changing work and political environment, and to manage resources to realise Council's programmes and goals.
5. Highly developed interpersonal skills in exercising leadership in the motivation and direction of employees, and the development and maintenance of work relationships.
6. High level experience in negotiation and proven success in community engagement.
7. Computer literacy with specific expertise in MS office (Word, Excel, Access, PowerPoint) and Intramaps (or other GIS application).
8. Successful completion of (or willingness to complete) competency based WHS training at manager level as well as other WHS professional development for managers.
9. Demonstrated and significant contributions to promoting a safe and healthy workplace, and the ability to quickly gain a thorough knowledge Council's WHS Policy and WHS System.

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Desirable

1. Post graduate qualifications in Management.

Licence and qualification requirements

Mandatory licences and qualifications required prior to commencement

1. Current Class C Driver Licence.

It is an offence under the Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013 for a person convicted of a serious sex offence to apply for this position.

A verified clearance as a result of a Working with Children Check is a requirement for this positions as well as a satisfactory outcome as a result of a National Criminal History Record Check.

The requirements outlined in Eurobodalla Shire Council's Policies and Codes of Practice apply to all employees of Council.

Supervisor:

Director Planning, Housing and Environment

Date:

August 2026

Conditions of employment

Position title:	Division Manager, Compliance
Grading:	Grade 21 of Council's salary system
Salary range:	An attractive salary package will be negotiated with the successful candidate, inclusive of a cash component, Division Manager Allowance, fully maintained Council salary packaged vehicle (including full private usage) and 12% superannuation.
Award:	Local Government (State) Award 2026
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Working with Children Check:	It is an offence under the Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013 for a person convicted of a serious sex offence or a registrable offence to apply for this position. Appointment to this position is subject to verified clearance as a result of the Working with Children Check.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Hours of work:	Full time, 70 hours per fortnight. Office hours are: 8:30am to 4:30pm Monday to Friday Division Managers will be expected on an as needs basis, to occasionally work hours in excess of 35 hours per week (though not to any onerous degree that will impact on their health, wellbeing or work-life balance). They will also be expected to maintain a strong presence in the workplace as well as be available for consultation via phone or email outside normal working hours. They will, however, have access to up to 13 days of time in lieu per annum by agreement with their Supervisor (Director). Council provides this allowance in recognition of the expectations placed on leaders at this level of the organisation.

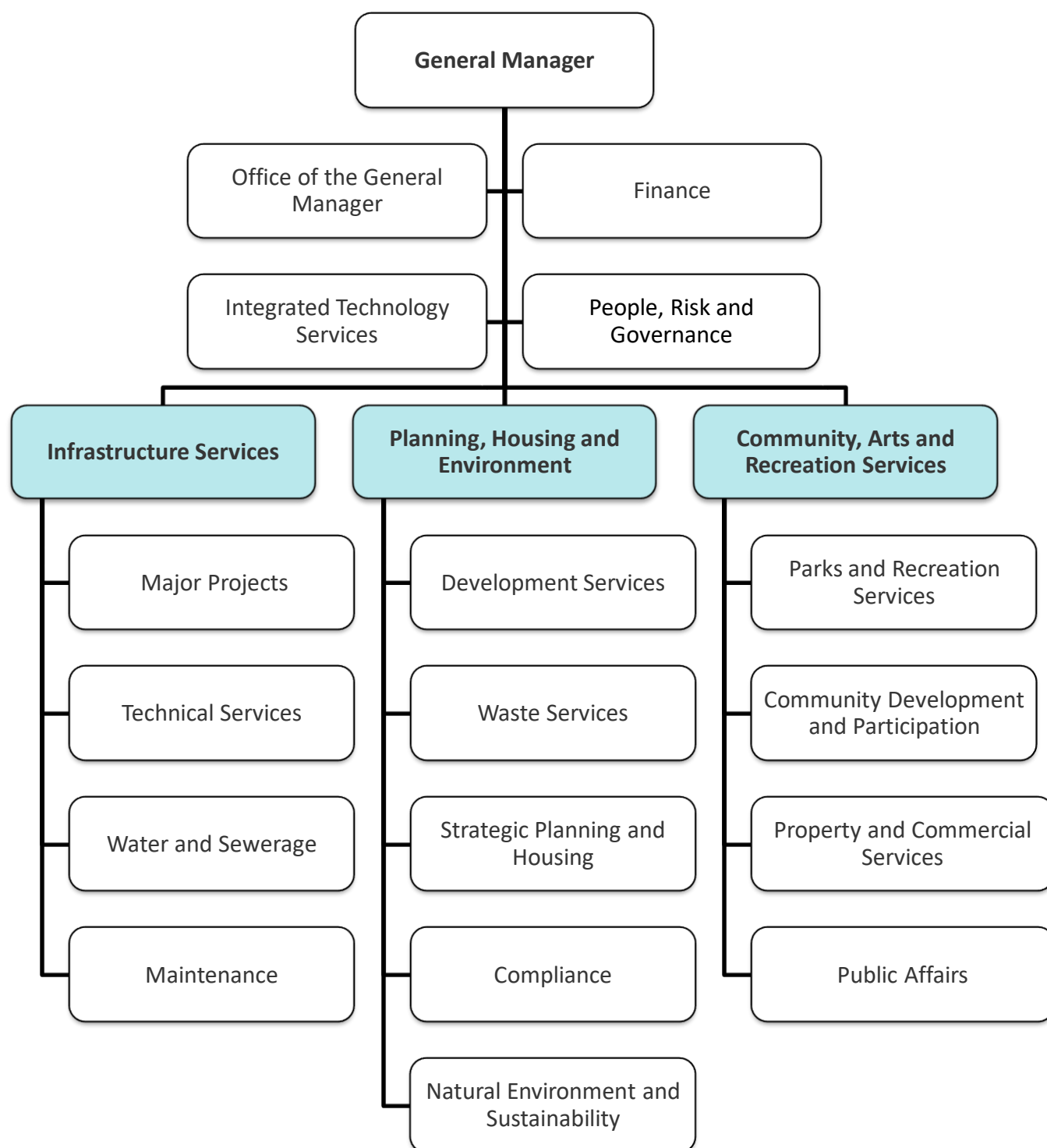
Location: Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to work at various locations across the Shire.

Leave entitlements: 4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.

Upon commencement, employees are credited two weeks of Sick Leave and one week My Leave.

On each anniversary of employment, employees will be credited with an additional 2 weeks of Sick Leave and 1 week of My Leave.

Organisation chart



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