



BYRON SHIRE COUNCIL POSITION DESCRIPTION

POSITION: Trainee Community Enforcement Officer (24 months)

REPORTS TO: Team Leader Community Enforcement

DIRECTORATE: SEE

BRANCH: Business Support and Community Enforcement

CLASSIFICATION: Trainee rates as per Local Government (State) Award

STAFF: Nil

CONTACTS:	Internal	External
	General Management and staff at all levels	Customers Consultants Contractors Government Departments Community Organisations

POSITION OBJECTIVE:

To assist the members of the Community Enforcement team to carry out a range of enforcement duties to ensure compliance with key legislation, laws and Council policy applicable to Byron Shire Council.

To complete the academic and on-the-job training requirements of the Certificate IV in Local Government (Regulatory Services).

ORGANISATION VALUES

You will demonstrate the Byron Shire Council’s Organisational Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



WE LEAD WITH ENTHUSIASM AND PURPOSE



WE ARE OPEN, HONEST AND RESPECTFUL



WE FOSTER WELLBEING AND CREATIVITY



WE ACHIEVE OUR GOALS AND SUCCEED TOGETHER

KEY RESPONSIBILITIES:**Organisational Relationships**

- Contribute to corporate goals and harmony by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.
- Contribute to a culture of continuous improvement and effective and enjoyable work practices and relationships.

Operations Management

- Provide a high level of customer service when dealing with staff and the community.
- Assist with the enforcement of legislation, Council policies, by-laws and other regulations by giving advice, issuing warnings, assisting with the preparation of fines.
- Assist officers to investigate and act upon complaints relating to enforcement matters
- Complete the academic requirements of the traineeship.
- Gain a broad range of on the job learning experiences.
- Complete or attend any other training opportunities as directed by the supervisor.
- Needs to be available to work over seven days per week, if rostered.

Financial Management

- Ensure compliance with delegations of the position is maintained
- Ensure that activities operate within budgetary constraints.

Human Resource Management

- Comply with Council's Code of Conduct, Equal Employment Opportunity, Work Health Safety, corporate and human resources policies and procedures.

Work Health & Safety Management

- Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's and the Directorate's Work Health Safety and environmental management policies, protocols, procedures and practices
- Report all risks, hazards, incidents and injuries immediately to supervisor.

Other Duties

- Other such duties as required that are within the limits of the employee's skill, competence and training.

QUALIFICATIONS:

Year 10 equivalent and/or demonstrated literacy and numeracy skills required to complete the academic requirements of the traineeship.

The purpose of this role is to attain a Certificate IV Local Government (Regulatory Services) therefore meeting eligibility requirements is a pre-requisite for this traineeship.

EXPERIENCE:

- Demonstrated aptitude or interest in this field of work.

KNOWLEDGE:

- Understanding of Work Health and Safety principles and requirements or willingness to acquire such knowledge.

COMPETENCIES:

Demonstrated ability to:

- Work within a team to achieve agreed outcomes and a positive work environment.
- Be self-motivated and showing initiative in the delegated areas of responsibility.
- Deal courteously with members of the public and provide a high level of customer service.
- Work in a safe manner.

- Provide excellent customer service and delivery quality service outcomes.
- Coordinate, manage and prioritise own workload in a busy complex environment.
- Apply high level interpersonal skills including the ability to communicate both in writing and verbally.
- Work independently and contribute positively to a team environment.
- Be flexible in your approach to work and adapt well to workplace change.
- Work to timelines within budget.
- Effectively use information technology and Microsoft Office programs.

SELECTION CRITERIA

Essential Criteria

- Year 10 equivalent and/or demonstrated literacy and numeracy skills required to complete the academic requirements of the traineeship.
- Ability to work within a team to achieve agreed outcomes and a positive work environment and the flexibility to adjust to meet changing priorities.
- Sound organisation skills and ability to plan and prioritise multiple projects while consistently meeting agreed timeframes.
- Sound interpersonal skills and ability to provide excellent customer service and deliver quality service outcomes as part of a multi-disciplinary team.
- Demonstrated commitment to Work Health Safety, Equal Employment Opportunity and Cultural Diversity principles.
- Demonstrated computer literacy, with experience in the MS Office suite of software (Word, Excel, Outlook, Publisher and PowerPoint)
- Current Drivers Licence or eligibility to obtain a licence.

Preferred Criteria

- Commitment to and understanding of process improvement and sustainability principles.

PRESENT OCCUPANT:

SIGNATURE:

SUPERVISOR:

Team Leader Community Enforcement

SIGNATURE:
