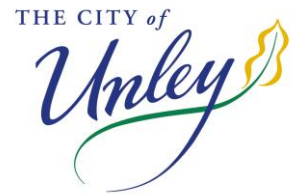


POSITION DESCRIPTION

CORPORATION OF THE CITY OF UNLEY



1. JOB IDENTIFICATION:

Title of Position: COMMUNITY SAFETY ADMINISTRATION OFFICER
Business Unit: CUSTOMER EXPERIENCE & COMMUNICATIONS
Reports to: TEAM LEADER COMMUNITY SAFETY
Classification: MOA 3

2. POSITION OBJECTIVES:

The Community Safety Administration Officer will work closely with the Team Leader Community Safety to undertake the administrative duties relating to:

- Parking enforcement
- Animal management
- *The Local Government Act 1999*
- *Local Nuisance and Litter Control Act 2016*
- Council By-laws.

3. KEY RESPONSIBILITIES:

While working under general supervision of the Team leader Community Safety and exercising a degree of autonomy and professional judgement:

- Provide administrative support to the Community Safety Team in relation to matters under:
 - *The Local Government Act 1999*
 - *Local Nuisance and Litter Control Act 2016*
 - *Dog and Cat Management Act 1995*
 - *Road Traffic Act 1961, Private Parking Areas Act 1986, Expiation of Offences Act 1996 and the Australian Road Rules.*
- Maintain, manage and report on the following functions as required:
 - *Parking infringements*
 - *Abandoned vehicles*
 - *Animal management*
 - *Court correspondence*
- Submit and retrieve vehicle and owner information from Motor Registration.
- Provide written correspondence on behalf of the Community Safety Team to customers in relation to reviews once performed by relevant staff.
- Assist with the management and maintenance of DACO, dog and cat registration functions of Council and related registers.



Better Together



Be Progressive



Strive for Excellence

- Support the Team Leader in the delivery of actions identified within the Animal Management Plan.
- Achieve outcomes, service levels and targets as agreed with the Team Leader in relation to regulatory administration tasks.
- Provide customer support in line with the organisational customer service expectations and standards.
- Undertake the functions of the role in accordance with relevant policies and procedures of the City of Unley.
- Provide operational support to the Permit Officer in a backup capacity as required in relation to the administration of permit requests.
- Demonstrate the City of Unley values when working with others and the community.
- Comply with the City of Unley's Records Management Policy, procedures and practices for all records created and received.
- Undertake other duties associated with the position as required.
- Ability to work outside core working hours when required.

Staff must comply with WHS and Return to Work SA legislation requirements and relevant WHS policies, procedures and safe work practices implemented by the City of Unley.

Key WHS Responsibilities:

- Actively support and contribute to the City of Unley's effective safety culture.
- Identify and report health and safety hazards, accidents, incidents, injuries and property damage within the workplace.
- Taking reasonable care to ensure their own safety and not placing others at risk, including appropriate use of equipment and PPE.
- Complying with the requirements of the City of Unley's WHS management system.
- Attending WHS training and following instructions and advice provided.

SAFE ENVIRONMENT:

- Comply with the City of Unley Safe Environment policy and all relevant policies and procedures.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that a child has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that an aged and/or vulnerable person has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Seek advice and support from your Team Leader, Manager or the People & Culture team if a notification is required.
- Advise your Team Leader, Manager or the People & Culture team if there is a change in your criminal history status and undertake a Department of Human Services Screening every three or five years (time frame is related to specific clearance type), unless more regular screening is required for legislative purposes.

EQUAL OPPORTUNITY EMPLOYMENT:

Contribute to the promotion and adherence of the employee conduct standards and in particular Equal Opportunity by adhering to the provisions of relevant legislative requirements.

Actively support and contribute to the City of Unley's organisational values.

OUR VALUES





Better Together

Looks like ...

- Everyone matters
- Embrace diversity and difference
- Work as a team
- Collaborate with others
- Show care and support
- Share information and share the load
- Celebrate the wins, and the effort to get there



Be Progressive

Looks like ...

- Adapt, experiment and try new ways
- Be agile, open and take the right risks
- Seek new information & perspectives
- Learn and grow
- Embrace challenge and take action
- Shape the future



Strive for Excellence

Looks like ...

- Deliver our best work
- Set the benchmark high
- Be the best at getting better
- Reflect, evaluate and measure
- Achieve outstanding results
- Have pride in working for local government

4. PERFORMANCE AND SKILL REQUIREMENTS:

a) Qualifications/Experience

Essential

- A Certificate or Diploma in Administration or related field and/or demonstrated experience in lieu of formal qualifications.

NOTE: Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.

Desirable

- Previous experience in Local Government working in a regulatory administration capacity.
- Certificate III or IV in Local Government Regulatory Services.

b) Knowledge

Essential

- An understanding of the legislation, policies, and procedures relevant to the position.

Desirable

- An understanding of the role of Local Government in regulatory functions.
- Sound knowledge gained through previous experience, training or education.

c) Skills

Essential

- Proficiency in using the Microsoft Suite of Applications, 365 and internet technologies.
- Well-developed written and verbal communication skills.
- Ability to interpret and apply relevant legislation.
- An ability to work under pressure and manage time effectively.

Desirable

- Demonstrated experience in dealing with difficult customers and in a conflict situation.

d) Personal Attributes

Essential

- A fit for the preferred culture aligning with the Human Synergistics constructive culture styles: Achievement; Self-Actualising; Humanistic; Encouraging and Affiliative.
- A high degree of personal integrity and reliability.
- Highly accountable and accepting of responsibility.
- Highly adaptive and responsive to change.
- An ability to work independently.
- An ability to work with people from a wide range of diverse backgrounds and disciplines.
- Flexibility, adaptability and versatility of approach to handle changing customer service needs.
- Positive attitude towards assisting customers.
- A commitment to ongoing professional development and continuous learning.

By signing this position description, the employee and the employee's manager agrees that it is an accurate reflection of the responsibilities and requirements of the position:

Incumbent:

Date:

Manager:

Date: