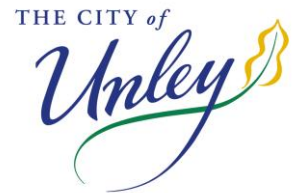


# POSITION DESCRIPTION

## CORPORATION OF THE CITY OF UNLEY



### 1. JOB IDENTIFICATION:

**Title of Position:** PLANNING COMPLIANCE OFFICER  
**Business Unit:** DEVELOPMENT AND REGULATORY  
**Reports to:** TEAM LEADER BUILDING AND HEALTH  
**Classification:** MOA 5

### 2. POSITION OBJECTIVES:

The Planning Compliance Officer is responsible for providing an efficient and effective customer focused compliance service for the City of Unley. This will focus on investigations into alleged breaches of the *Planning, Development and Infrastructure Act 2016* along with matters relating to the *Local Nuisance and Litter Control Act 2016*.

### 3. KEY RESPONSIBILITIES:

While working under general supervision from the Team Leader Building and Health and exercising a degree of autonomy and professional judgement:

- Investigate alleged breaches of the *Planning, Development and Infrastructure Act 2016* in accordance with relevant policies and procedures.
- Responsible for the proactive compliance and conformity of development conditions attached to development approvals issued under the *Planning, Development and Infrastructure Act 2016*.
- Investigate complaints under the *Local Nuisance and Litter Control Act 2016* relating to unsightly conditions, noise, smoke, odours or dust.
- Provide effective time management and case management approach to compliance matters to an agreed standard.
- Build and maintain effective relationships with stakeholders to ensure positive outcomes for Council and the community in relation to compliance matters.
- Carry out enforcement proceedings, under the guidance of the Team Leader Building and Health, as appropriate in relation to compliance matters relating to the *Planning, Development and Infrastructure Act 2016* and *Nuisance and Litter Control Act 2016*.
- Represent the City of Unley in the ERD Court as an expert witness as required in relation to compliance matters.



- Liaise with Council's legal representatives in relation to compliance matters relevant to the role.
- 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.

**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.

**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



**PURSUE EXCELLENCE**  
WE STRIVE FOR THE BEST  
IN ALL THAT WE DO

## Behaviours that SUPPORT this Value

- Creatively solve problems
- Take on challenging goals
- Understand how you contribute to our vision
- Grow, learn and continuously improve
- Deliver quality work and always aim for outstanding results



**ACHIEVE TOGETHER**  
WE WORK TOGETHER  
TO DELIVER RESULTS

## Behaviours that SUPPORT this Value

- Build on our strengths
- Collaborate across the organisation
- Celebrate our achievements
- Be responsive to others' priorities and needs
- Engage with each other to find effective solutions together



**DEMONSTRATE INTEGRITY**  
WE DO THE RIGHT THING  
AT ALL TIMES

## Behaviours that SUPPORT this Value

- Do what you say you will do
- Address behaviour that is inconsistent with our Values
- Act with transparency, honesty and respect
- Take responsibility for our actions
- Embrace diversity, encourage inclusion and promote belonging



**COMMUNITY FOCUSED**  
WE DELIVER FOR  
OUR COMMUNITY

## Behaviours that SUPPORT this Value

- Demonstrate a can-do attitude
- Effectively communicate and consult with all stakeholders
- Be open, positive and friendly
- Respond promptly and deliver on promises
- Show pride in each other, our organisation and community



**BE PROGRESSIVE**  
WE THINK OUTSIDE THE BOX  
TO INNOVATE AND IMPROVE

## Behaviours that SUPPORT this Value

- Bounce ideas off others
- Generate creative and innovative thinking
- Experiment with new approaches
- Challenge the status quo and embrace change
- Overcome challenges to achieve outcomes

#### 4. PERFORMANCE AND SKILL REQUIREMENTS:

##### a) Qualifications/Experience

###### Essential

- Relevant tertiary qualifications and/or extensive experience relevant to the position.
- Experience in working in a highly political/controversial environment and demonstrated experience in engaging with key stakeholders.
- Experience in undertaking compliance investigations and related functions
- Driver's Licence – 'C' Class.

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

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##### b) Knowledge

###### Essential

- A sound understanding of the role of Local Government and development services processes.
- A detailed working knowledge of the *Planning, Development and Infrastructure Act 2016, Local Government Act 1999* and related legislation, policies and procedures.

##### c) Skills

###### Essential

- Proficiency in the use of Microsoft Suite of Applications, 365 and internet technologies.
- High-level negotiation and advocacy skills.
- Highly developed interpersonal skills to foster positive working relationships and collaboration and the ability to consult, negotiate and communicate with all levels of staff, Elected Members, government agencies, allied professionals and the community.
- Superior written and verbal communication skills and ability to produce, review and edit reports for clarity, accuracy and context.
- Sound conflict resolution skills and the ability to manage and de-escalate complex or emotionally charged situations
- Effective organisation and time management skills.

##### d) Personal Attributes

###### Essential

- A fit for the preferred culture aligning with the City of Unley's PeopleQ Teamgange cultural development strategies
- A high degree of personal integrity, reliability and expertise with the development area.
- Highly accountable and accepting of responsibility.
- Highly adaptive and responsive to change.
- A high level of empathy and approachability with an openness to consider other points of view.
- An ability to work with people from a wide range of diverse backgrounds and disciplines.

- Flexibility and adaptability of approach to handle changing customer service needs
- Constructive and positive attitude towards assisting customers
- Willingness and flexibility to work outside of normal business hours when required.
- A commitment to ongoing professional development and continuous learning

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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: .....