



COBAR SHIRE COUNCIL

JOB DESCRIPTION

TITLE: Manager Planning and Environmental Services
(temporary term contract – 16 months) in accordance with
Clause 30 (i) (d) of Local Government (State) Award 2010

EMPLOYEE NAME:

CLASSIFICATION: Band 3 Level 4

DATE: April 2014

Note: This is not a static document, Management reserves the right to review and amend this job description in consultation with the position holder from time to time as the need arises.

JOB SUMMARY

1. To protect the public health and safety of the residents of Cobar Shire by ensuring a high standard of hygiene exists in the community and compliance with recognised construction and building standards.
 2. To organise and carry out functions of the Planning and Environmental Services Department relevant to environmental health, development compliance and/or building surveying projects.
 3. To assess and determine development and other applications within the scope of delegations issued by the General Manager.
 4. To organise, supervise and direct the day-to-day activities of staff and contractors associated with specific environmental health, development compliance and/or building surveying projects.
 5. To coordinate the implementation of a strategy for the regulation of on-site sewage management systems.
 6. To implement the Food Regulation Partnership between Council and the NSW Food Authority.
 7. To implement the NSW Plumbing Reforms in partnership with NSW Fair Trading.
-

8. To regularly review and maintain procedures for certification and compliance work to ensure consistency with legislative requirements.
9. To implement legislative changes as relevant to health, building and statutory planning functions of Council.
10. To develop a Waste Management Strategy.

JOB RESPONSIBILITIES

1. Responsible to: Director of Planning and Environmental Services
2. Responsible for: Waste Management Services staff
Cleaning staff
Other staff and contractors associated with specific environmental health and building surveying functions.
3. The position is a member of the Planning and Environmental Services Department. This Section is responsible for ranger services, health administration, noxious weeds, housing, public and commercial buildings, environmental planning, public halls, sundry approvals, caravan parks, land development and management, domestic and trade waste, and management services.
4. As a member of this Department, the person may be directed to carry out such duties that are within the limits of the employee's skills, competence and training, to assist the Department in meeting its overall objectives.

SPECIFIC ACCOUNTABILITIES

1. BUILDING CERTIFICATION

- a. Ensure a high level of building construction throughout the shire.
- b. Ensure buildings comply with provisions of the Building Code of Australia and the *Environmental Planning and Assessment Act*.
- c. Carry out inspections in accordance with the current legislation during the construction of buildings approved under the Building Code of Australia.
- d. Carry out certification work consistent with legislation.

2. APPROVALS

- a. Expeditiously process and recommend approval or otherwise of development and other applications.
- b. Development surveillance and compliance programs.
- c. Provide input and represent Council at pre-lodgement meetings.
- d. Identify and initiate improvements to approval systems and procedures.
- e. Ensure statutory reporting and other regulatory standards are met.

3. COMPLIANCE INSPECTIONS

- a. Ensure a high standard of hygiene for the community in commercial premises.
- b. Ensure operations within commercial buildings comply with Council requirements and the provision of any legal statute, regulations and Council policies.
- c. Food premises are inspected in accordance with Food Authority partnership targets.
- d. Development surveillance and compliance.
- e. Plumbing and drainage installations are inspected in accordance with procedures developed in consultation with NSW Fair Trading.

4. ASSIST WITH MAINTENANCE OF COUNCIL PROPERTIES

- a. Ensure Council properties are maintained and cleaned to a high standard.
- b. Buildings are inspected and maintained in accordance with an established program.
- c. Engage contractors or Council staff to undertake repairs and cleaning.

5. GENERAL

- a. Ensure that advice and information on health and development matters is made available by attending meetings when required.
- b. Ensure Council maintains an excellent public image by attending to complaints and enquiries promptly, and giving advice where appropriate.
- c. Obtain advice from various authorities on matters relating to the planning and environment functions of Council.
- d. Promote the Council in the areas of planning and environment.
- e. Ensure a high standard of reports and administration by providing reports of an excellent standard and quality in detail and substance.
- f. Maintain office records according to high standards and quality.
- g. Supervise and train staff in the Department and elsewhere as required by instituting training programmes in public relations as well as handling complaints and enquiries.
- h. Implement staff education sessions on Council's policies and codes and the provisions of relevant legislation, ordinances and regulations.

6. WHS RESPONSIBILITIES

- a. Ensure all work is performed in accordance with the requirements of Council's workplace health and safety policy and procedures.
- b. Ensure all work is performed in accordance with the site-specific risk assessments, SWMS (safe work method statements) and SOPs (standard operating procedures).
- c. Take reasonable care for own health and safety as well as health and safety of others by adhering to safe working procedures including verbal instructions given by supervisors.

- d. Report all identified hazards, accidents/incidents and near misses to supervisor by actively monitoring the workplace to determine presence of hazards and initiate actions to rectify/eliminate the hazard.
- e. Use and maintain all safety equipment and personal protective equipment in accordance with relevant standards.
- f. Commitment to workplace health and safety, and promote a risk assessment approach to all activities performed by Council by participating in risk assessment process and attending toolbox and other meetings relating to workplace health and safety requirements.
- g. Have a sound understanding of workplace health and safety requirements associated with employment duties by attending workplace health and safety training sessions.

SKILL DESCRIPTORS

AUTHORITY AND ACCOUNTABILITY

- Accountable for the effective management of major sections of projects within the jobholder's expertise.
- As a specialist, advice is provided to executive level and to Council on major areas of policy or on key issues of significance to the Council.
- The position's influence has an important role in the overall performance of the function.
- The job requires some planning since activities and resources need to be coordinated.
- Knowledge of the structure, functions and processes of the jobholder's department, including sections within the department, is required to competently complete the tasks required in the job. Decisions by the jobholder affect the work and activities of others within the department.
- The job may control expenditure which includes salary and non-salary costs. The jobholder specifies requirements as an input to budget development, but has no responsibility for generating non-standard revenue.

JUDGEMENT AND PROBLEM SOLVING

- The jobholder will improve and develop methods and techniques.
- The jobholder will determine the framework for problem-solving or set strategic plans with minimal review by senior management.
- The position holder may represent senior management of Council in the resolution of problems.
- The jobholder will oversee problem solving and assessment of the quality of judgements made by less qualified staff.

SPECIALIST KNOWLEDGE AND SKILLS

- The jobholder will require knowledge and skills for the direction and control of major functions within the Planning and Environmental Services Department including, but not limited to:

Development assessment functions
Food and other Public Health inspections and approvals
Building compliance
Building maintenance program
Onsite sewage management strategy
Water supply, sewerage and stormwater inspections and approvals
Environmental education programs
Environmental regulatory functions
Waste management strategy.

- Expert knowledge and skill involving elements of creativity and innovation in addressing and resolving major issues is required.

MANAGEMENT SKILLS

- The jobholder may be required to direct professional or other staff in the planning, implementation and review of major programs, as well as participating as a key member of a functional team.

INTERPERSONAL SKILLS

- Interpersonal skills in leading and motivating staff are required
- The ability to negotiate on important matters with a high degree of independence is required
- The jobholder is required to liaise with the public and external groups and organisations

QUALIFICATIONS AND EXPERIENCE

- The desired qualification for this job is NSW Building Professionals Board Accreditation as a Building Surveyor at Level A1 or A2, together with extensive practical experience in development control and regulatory functions relevant to local government in order to plan, develop and control major elements of work.
- The minimum qualification for this position is tertiary training in appropriate fields of study, such as local government planning, environmental health, building surveying or compliance and investigations combined with relevant practical experience.
- The job holder must possess a NSW Class C Drivers Licence.

SELECTION CRITERIA

ESSENTIAL

1. Demonstrated ability to liaise effectively with the general public, particularly in a conflict situation
2. Demonstrated ability to set and achieve targets
3. Ability to work as part of a team.

4. Knowledge of and commitment to EEO principles and workplace health and safety practices.
5. Demonstrated computer skills.
6. Knowledge of the Environmental Planning and Assessment Act 1979 and other legislation relevant to the functions of the Department.
7. Tertiary qualifications relevant to the role.
8. Class C drivers licence.
9. Well developed written and verbal communication skills.
10. An understanding of and a commitment to delivering regulatory requirements of local government.

DESIRABLE

1. Post graduate qualifications in a related field.
2. Experience in project management, preparation of contract documents and contract supervision.
3. Current WH& S Construction Induction Certificate
4. NSW Building Professionals Board Accreditation.

CONDITIONS OF EMPLOYMENT

SALARY

The position has been evaluated as being in accordance with the NSW Local Government (State) Award up to Band 3 Level 4 depending on qualifications and experience.

HOURS

Council's Indoor staff work a 35 hour week on the basis of a nine-day fortnight. Variations to these hours may be required from time-to-time as approved by the jobholder's Director.

VARIATION TO HOURS

Some variation in work hours may be required from time to time to ensure the efficient undertaking of the position. Additional hours worked are generally recognised in the form of "time in lieu" rather than payment of overtime.

SMOKE FREE WORK ENVIRONMENT

Council operates a smoke free environment in all Council offices, vehicles, etc.

MEDICAL CERTIFICATE

It will be necessary to undergo a pre-employment medical examination at Council's cost.

PERFORMANCE AND DEVELOPMENT REVIEW

A Performance and Development Review will be undertaken on a yearly basis utilising pre-determined performance indicators and will include formulation of a career path and training plan.

Annual review of skills will be undertaken in March each year with any re-grading to be effective from 1 July following.

VERIFICATION

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

Position Holder: Name _____
Signature _____ Date / /

Supervisor: Name _____
Signature _____ Date / /