

JOB TITLE Compliance Officer	CLASSIFICATION Band 5	REPORTS TO Coordinator Compliance
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WHAT WE TRUST YOU TO DELIVER



- Provide an effective, efficient and accurate administration and enforcement of Council's Local Law with relation to its regulation of building compliance, Local Law, Footpath Trading and associated activities.
- Monitor building related activities in the street environment with a focus on improved building control, safety and general amenity in order to achieve a level, which suits the expectations of the customer and the broader community.
- Ensure compliance with the Council's Local Law and other State Legislation applicable to the maintenance of amenity for the Stonnington community.
- Manage issues of general amenity disturbance and assist other Compliance Officers in matters relating to notification, education, investigation, enforcement, and prosecution.
- Provide a courteous, high quality service to customers, and internal and external stakeholder at all levels.

WHAT YOU'LL NEED TO THRIVE



- Experience in a statutory administrative background with working knowledge of building practices and administrative procedures in Local Government and the building industry.
- Demonstrated ability to multi-task and consistently meet deadlines.
- Ability to work autonomously and as part of a multi-disciplinary team, contribute to a positive team environment
- Excellent communication skills and ability to work constructively with management and staff at all levels.
- A strong customer focus with demonstrated ability to communicate to a wide range of culturally diverse customers.
- Experience in interpreting relevant legislations, reviewing applications, issuing Local Law and RMA permits, and preparing concise permit conditions.

WHAT WE'LL DO TO SUPPORT YOU



- Provide a safe and welcoming environment where you will be encouraged to innovate and embed new ways of working.
- Deliver opportunity for genuine engagement and collaboration across all levels of the business.
- Commit to your long term growth and career development.

WHERE YOU FIT IN AND THE DIFFERENCE YOU CAN MAKE



VISION Council will be an inclusive, healthy, creative, sustainable and smart community
VALUES Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

OUR CAPABILITY FRAMEWORK OUTLINES THE BUILDING BLOCKS WE USE TO DEVELOP OUR ORGANISATION AND PEOPLE



CAPABILITY	Project Management	Change	Communication	Good Governance	Achievement
LEVEL	1	1	1	1	1
CAPABILITY	Leadership Impact	Decisiveness	Agility	Care	Growth Mindset
LEVEL	1	1	1	1	1