

POSITION DESCRIPTION

Assistant Building and Development Compliance Officer
(POS2812)

Directorate:	Planning and Design	Department:	Community Standards
Position Grade:	10	Reports to:	Coordinator Building and Development Compliance
Last review:	January 2026	Next review:	January 2028
		Version No.	1.0

Position purpose:

To improve quality of life within the community through assisting in the investigation and resolution of building and development compliance matters and supporting the objectives of the Community Standards department. The role involves liaising with residents, owners, developers and businesses, responding to compliance-related enquiries, assisting with the investigation of matters and subsequent enforcement action where required, to achieve positive, lawful and solution-focused outcomes.

Key accountabilities/responsibilities:

Responsible for:

- 1) Ensuring all investigation, compliance and enforcement action is undertaken in accordance with relevant legislation, regulations and Council policies and procedures.
- 2) Assisting in investigating unauthorised building works, land uses and development activities.
- 3) Undertaking compliance inspections in relation to unauthorised development and building work and assisting in monitoring compliance with development consent conditions. Providing efficient, pro-active, informative and responsive service to all customers consistent with legislation, regulations, Council policies, objectives and values.
- 4) Preparing Notices / Orders and Penalty Infringement Notices taking appropriate enforcement action where considered necessary, taking into consideration the interest of the community with due attention to practice and procedure.
- 5) Attending and resolving complaints relevant to Building and Development matters and providing clear, timely and empathetic communication to residents, owners and consultants.
- 6) Providing assistance and support to other units of Council and external authorities.
- 7) Ensuring records are accurate and maintained on Council record systems.
- 8) Undertaking limited administrative duties associated with new and amended policies and procedures relating to Health and Building.
- 9) Maintaining accurate records in Council systems and preparing correspondence, briefs and reports, including court preparation and evidence collation where required.
- 10) Undertaking projects or tasks as directed by Director Planning and Growth and/or Manager Community Standards.

Decisions made in the position:

- 1) Position granted delegation of authority by Chief Executive Officer and decisions made must be in accordance with the position's delegation.

Decisions referred:

- 1) Decisions referred must be in accordance with the position's delegation

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Key issues/challenges:

- 1) Timely and accurate investigation and assessment of building and development compliance matters, including unauthorised building and development works. Meeting the community's expectations with building and development compliance standards.
- 2) Awareness and understanding of changes to legislation and policy.
- 3) Ensuring a high level of customer service principals in delivering of all aspects of the position.
- 4) Investigating and resolving complaints and requests for information from the community and other stakeholders regarding a range of building and development compliance issues.
- 5) Achievement of daily duties and responsibilities.
- 6) Prioritising work / competing priorities.
- 7) Assisting in updating policies and procedures and creating new policies and procedures where required.

Key working relationships:

- Manager Community Standards
- Development Engineering
- Residents
- Legal Services
- Development Assessment Department
- Community

- Business Owners
- Liverpool Certification Unit
- Community Standards
- Regulatory Services
- Fire Safety Unit
- Environmental Health

POSITION SPECIFICATION

This section needs to be addressed in any application for this position.

Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria in a clear and concise way. Applicants who do not meet the essential criteria will not be considered.

ESSENTIAL CRITERIA
<p>Qualifications/Licences</p> <ul style="list-style-type: none"> • Studying for a Degree, Graduate Diploma or Diploma in Building, Engineering or Construction, or Certificate IV Government Administration (Compliance) or willingness to obtain • Current OHS White Card or willingness to obtain • Current Class C Drivers Licence <p>Experience</p> <ul style="list-style-type: none"> • Experience or demonstrated ability to assist in building and development compliance investigations and inspections. • Experience in dealing with the community and others in a professional manner • Prepared to work flexible hours to achieve and complete necessary tasks <p>Knowledge and Skills</p> <ul style="list-style-type: none"> • Knowledge of Occupational Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity • Working knowledge of the Environmental Planning and Assessment Act 1979, Local Government Act 1993, Building Code of Australia and other related legislation • Good communication and interpersonal skills in explaining legislation to the general public • Report writing skills • Time management skills • Understanding of updating policies and procedures and developing new policies and procedures • Computer literate with knowledge of office programs including Word, Excel, Outlook • Ability to work in a team
DESIRABLE CRITERIA
<p>Qualifications/Licences/Experience/Knowledge and Skills</p> <ul style="list-style-type: none"> • Ability to interpret Act and Policies to make the appropriate decision, bearing in mind the circumstances and the legislative requirements • Ability to have a creative approach to the processes and any reviews that may be undertaken • Mediation and conflict resolution skills with the ability to negotiate and resolve issues • Computer literate with knowledge of Trim and Pathway

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous