

Coordinator, Regulatory Services

Position Outline

Position	Coordinator
Work Location	21 Richardson Road, Animal Management Facility
Directorate	Community Services
Section	Regulatory Services
Reports to	Manager, Strategy, Policy and Regulation
Annual Salary Band	\$97,380.00 – \$103,359.00
Classification	Level 6, Mount Isa City Council Certified Agreement 2018
Engagement Type	Full-Time, Ongoing

POSITION OBJECTIVE

Ensure that Council Local Laws Rangers and Animal Management Officers are appropriately resourced, working effectively and in a lawful manner in compliance with Council's local laws and associated legislation, and consistently meeting their obligations. You will develop, implement and monitor subordinate local laws and relevant policies and programs, assist officers in preparing for court and provide support to Council's legal representatives where required.

POSITION REQUIREMENTS

- Diploma/Bachelor's degree in Justice, Legal Services or Training and Assessment required, or extensive demonstrated experience in an equivalent position, preferably in a similar sized organisation.
- Demonstrated sound knowledge of local laws, relevant legislative requirements, best practise and ability to conduct and oversee investigations.
- Demonstrated experience supervising and developing staff to meet organisational objectives.
- High level of strategic ability to develop and implement plans, budgets and operational protocols.
- High level of oral and written communication skills and computer literacy with proven report writing ability.
- Current QLD Driver's Licence or ability to acquire a licence prior to commencing in the role.
- A current General Construction Induction "White Card" is essential or ability to acquire prior to commencing in the role.
- A current working with children "Blue Card" is essential or ability to acquire prior to commencing in the role.
- Must be willing to obtain an Authorised Persons card within probationary period.

KEY RESPONSIBILITIES

This position is responsible for the following areas and includes but is not limited to:

- Effectively supervise and mentor Councils Local Laws Rangers and Animal Management staff and other staff as directed by the Manager.
- Oversee business unit operational, administrative and customer service functions.
- Provide professional advice and direction to the Manager and other Officers and departments regarding animal management and the administration of Local Laws.
- Develop and monitor policies, procedures and legislative compliance for Council's Local Laws.
- Ensure the delivery of efficient, effective and compliant services throughout the Council area.
- Develop and monitor Local Laws operational plan (yearly operating strategy) and budget.
- Ensure completeness and accuracy of Local Laws/Animal Management reporting.
- Oversee and assist when required the functional areas of the Local Laws team.
- Enforce Local Laws including prosecutions, warrant applications and court documents.
- Review and implement procedures to guide the effective regulation of Council's Local Laws.
- Liaise professionally with other departments and stakeholders (court representatives, police, legal counsel, contractors, etc.) to maintain compliance and deliver programs and services.
- Proactively pursue opportunities for continuous improvement and grants/funding.
- Ensure public compliance with Council Local Laws including through education and awareness.
- Ensure that the Animal Management Facility operates in compliance with all legal obligations.
- Ensure best practice care of animals in the Animal Management Facility in accordance with all current legislation and animal practise guidelines.
- Appropriate liaisons with Council's Media Officer for timely Media releases.
- Actively contribute to the team and promote best practice.
- Maintain professional standards and integrity.
- Promote the image of Council and the maximisation of good relations with the public.
- You are required to follow any other lawful and reasonable directives provided by your Supervisor or more senior officer.

Out-of-ordinary hours work may be required. Council reserves the right to change these duties at any time.

KEY PERFORMANCE INDICATORS

- Effective function of Council's Local Laws and Animal Management functions in accordance with relevant legislation and recognised industry standards.
- Effective and efficient supervision and development of staff, including regular performance review and feedback and responsibility/accountability for operational health and safety.
- Attainment of budget targets both in terms of outputs and financial constraints.
- Display professionalism, integrity and customer service focus as a representative of Council.
- Develop, implement and seek to improve on the units operations, policy and procedures.
- Promote and comply with Council's policies and procedures.
- Achievement of other targets outlined in a Performance Review.

WORK HEALTH AND SAFETY

All employees of Council have an obligation to comply with Work Health and Safety legislation including Council's Work Health policies, procedures, and work instructions.

WHAT'S IN IT FOR YOU?

When joining Mount Isa City Council, you are provided with pathways and opportunities to grow and achieve your potential. Eligible employees can access our Employee Assistance Program, elect to join our free Immunisation Program, and enjoy sporting reimbursement opportunities. Full-time employees receive 5 weeks annual leave (pro-rata to part-time employees, *not applicable to casual employment*) to enjoy time outside the workplace!

MOUNT ISA CITY COUNCIL'S VALUES

We consider our values vital in how we serve our community. Mount Isa City Council's values are Integrity, Service and Accountability.

INTEGRITY

SERVICE

ACCOUNTABILITY

HOW TO APPLY

What to include in your application:

To assess your suitability, please provide the following information:

- Write a maximum of 2 pages on how your experience, abilities, knowledge and personal qualities meet the position requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years.

Submitting your application:

- Submit online at: <https://www.mountisa.qld.gov.au/current-vacancies>; or
- Email Human Resources on hr@mountisa.qld.gov.au
- *Both word and PDF are accepted file formats.*

Please note that:

- Council undertakes a range of checks and assessment methods to assist in selection, including criminal history checks, pre-employment medical etc.
- Mount Isa City Council is an Equal Employment Opportunity employer. Council strongly encourages all suitable applicants to apply for this role.
- ***Applicants must be eligible to live and work within Australia.***

Creation Date	1 June 2011
Review Date	16 July 2024
Contact	Manager, Strategy, Policy and Regulation
Closing date	31 July 2024