Derwent Valley COUNCIL	**POSITION DESCRIPTION**		
	Municipal Inspector		
Classification	Tech Level 4	**Status**	Full-time
Department	Regulatory		
Reporting to	CEO		
Reports	NIL		

Our organisation
Derwent Valley Council is the key driver of community and economic growth for the region. Located in New Norfolk, the municipality covers approximately 4,111 sq. km, including a 2,789 km World Heritage area, and has a population of approximately 11,100. The organisation delivers a range of services and programs for the community and is a values-based organisation with a committed workforce.
Purpose of the position
The purpose of the position is to: • Undertake the provision of exceptional standards for effectively carrying out general inspections to comply with statutory requirements, including the Local Government Act, Environment Management and Pollution Control Act, the Litter Act and the Dog Control Act on behalf of Council. • Undertake investigations and resolution of complaints regarding non-complying development and unauthorised activities relating to Council's regulatory responsibilities for land use, building, plumbing and environmental protection.

Key Result Area	Deliverables
Statutory obligations	• Undertake investigations and resolutions of compliance complaints and issues in a timely, efficient manner in accordance with Council's procedures • Undertake patrols and inspections within in the municipal area • Undertake necessary research of Council records and systems as part of compliance investigations and liaise with relevant Council Officers • Undertake regular compliance activities, including Council's recreational water sampling program in accordance with the Public Health Act 1997

	• Undertake the duties for the enforcement of council policy/legislation/by-laws and programs, including the issuing of relevant notices, orders, directions, infringement notices and advice letters under the: - Dog Control Act 2000 - Local Government Act 1993 including the Fire Hazard Abatement program and Impounding of animals - Litter Act 2007 - Traffic Act 1925 - Council By-laws - Cat Management Act 2009 - Land Use Planning and Approvals Act 1993 (illegal land use/development and illegal signage) - Building Act 2016 - Environmental Management and Pollution Control Act 1994 - Any other relevant legislation, regulations or rules • Other duties as required
Reporting and Policy	• Make recommendations and implement enforcement action in compliance with statutory obligations, Council policies and the principles of natural justice. • Identify and make recommendations on relevant matters to promote interdepartmental collaboration on public and litter, animal management and pollution control issues. • Undertake assessment and reporting on regulated systems operated and managed in compliance with all relevant guidelines, agreed protocols and timeframes.
Organisational relationship	• Direct Reports NIL • Internal Liaisons All Council staff, including General Manager and Executive Managers • External Liaisons Members of the community, government agencies, solicitors, real estate agents etc. A high standard of professionalism and customer service is mandatory and the incumbent must display a positive and constructive approach towards Council and its activities.
Code of conduct	Council is committed to maintaining the highest standard in our dealings with the community and promoting equity and respecting diversity within the workplace. Councils Code of Conduct for employees details the principles of good conduct and standards of behaviour. Council has determined that the community can reasonably expect employees to demonstrate this in the performance of their duties and functions.
Values	Promote and adhere to Council's Workplace Values of:

	• Quality Service • Collaboration • Growth • Integrity • Wellbeing
Customer service	Provide a high level of internal and external customer service and always comply with Council's Customer Service Charter
Confidentiality and privacy	Keep all sensitive and personal information, whether written or verbal, as well as any intellectual property developed, utilised or otherwise gained by the employee in the course of employment confidential, even after completion of employment. Ensure compliance with: • Right to Information Act 2009 • Information Privacy Act 2009 • Personal Information Protection Act 2004 (TAS)
Records management	Ensure records are used, maintained, and managed in accordance with the Council's Information Management Policy.
Risk management	Maintain an active awareness of Risk Management issues and practices concerning the workplace. Assist Council to mitigate risk by promoting risk awareness throughout the organisation.
Additional duties	Other duties as required from time to time.

Special conditions

- Applicants will be required to undergo pre-employment checks including but not limited to a National Police Check and pre-employment medical.
- A current drivers licence is a requirement of the position.

Corporate accountabilities

All staff are required to observe the following corporate accountabilities:

- Compliance with all legislative requirements
- Understand and promote Council's Objectives
- Adhere to Council's plans, policies, procedures and codes.

Extent of authority

- Judgement and Decision Making

  Judgement and decisions will be guided by practices, procedures or precedent or will be made in consultation with Senior Managers.

  Within area of knowledge and skill, take action to ensure completion of projects to required standard and ensure excellence in stakeholder engagement and delivery of quality customer service.

- Delegations and Extent of Authority

  As per Council's delegation register.

Personal attributes

- Effective management and strong organisational and administrative skills.
- Ability to work independently as well as an important member of the broader team.
- Strong interpersonal and communication skills with the ability to liaise and communicate with all members of the community and other professionals as well as develop documentation to a high standard.
- Ability to prioritise tasks from multiple stakeholders, meet deadlines and work autonomously and under limited supervision.

Selection criteria

- Experience or demonstrated ability to interpret and apply relevant legislation, by-laws, regulations and procedures in a regulatory environment and provide sound technical advice;
- Ability to liaise with the general public, other Councils and external stakeholders;
- Demonstrated experience in handling large animals and dogs and an understanding of dog behaviour and breeds;
- High level conflict resolution and negotiation skills;
- Excellent communication, interpersonal and problem-solving skills and demonstrated commitment to excellence in customer service;
- Highly developed written and oral communication skills with attention to detail, and the ability to represent Council to a high standard;
- Well-developed organisational, prioritisation and time management skills, including the ability to work autonomously in meeting deadlines.