



POSITION DETAILS

Position Title	Local Laws Officer	Award	QLD Local Government
Location	Cunnamulla	Classification	Stream B Level 6
Department	Community Support & Engagement	Employment Type	Full Time
Reports to	Director of C S & E	Duration	Ongoing

PURPOSE OF THE POSITION

To enforce Local Laws with a particular emphasis on animal, management community and environmental management laws within the Shire, and to assist with pest and stock route activities and other land management issues as required.

As a representative of Council, professionalism and providing courteous customer service is essential.

KEY RESPONSIBILITIES

- Plan and manage the day to day activities of the Local Laws and Animal Management activity.
- Actively promote an understanding of and compliance with Local Laws by providing information, support and community education programs.
- Implement the requirements of Paroo Shire Council Local Laws relevant to the keeping and control of animals. In some cases, this requires the destruction of animals in accordance with all policies and guidelines.
- Liaise with residents regarding animal management matters, allotment management and community safety hazards and prepare documentation where required.
- Undertake an active enforcement role for breaches of Local Laws, such as issuing on the spot fines or infringement notices, including but not limited to the keeping and control of animals and relevant legislated requirements for compliance and domestic animal control.
- Investigate alleged breaches of the Local Laws, particularly complaints relating to animal management and overgrown and unsightly allotments with appropriate enforcement action taken.
- Assist with financial and operational planning to ensure the best utilisation of resources both internal and external.
- Liaise with residents regarding animal management and allotment management matters and prepare documentation where required.
- Actively participate in combined activities with other councils and stakeholders and their representatives.
- Ensure accurate data collection and reporting.
- Consistently complete allocated tasks within agreed timeframes.
- Undertake other tasks up to and including your competency and level.
- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently.
- Commitment to Workplace Health and Safety, Council's Code of Conduct and demonstrating appropriate behaviour for a public sector employee.



SKILLS, EDUCATION AND QUALIFICATIONS

- Good Interpersonal and leadership skills with the ability to motivate, educate and influence the community and other stakeholders to achieve positive outcomes.
- Current Queensland Firearms licence or ability to obtain.
- Demonstrated understanding of relevant legislation and ability to interpret and apply in an enforcement sense.
- Proven experience in animal control and behaviour.
- Proven ability to work under limited supervision, handle complaints effectively and conduct investigations where required.
- Good literacy, numeracy skills and computer skills.
- Good working knowledge of workplace health and safety obligations.
- General experience in Local Government operations.
- Current First Aid Certificate.
- Current Class C Queensland Drivers Licence.
- Current Queensland Weapons Licence.
- Commitment to uphold Council Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies.

ADDITIONAL INFORMATION

- The incumbent must either have or be willing to obtain: Hepatitis A/B and Tetanus injections; First Aid certificate.
- Should you, at anytime during your appointment in this role, become ineligible to hold a C Class drivers licence or Queensland weapons licence, you are required to advise Council immediately.
- This position is based at the Council's Works Depot, however will be required to travel within the Shire and may be required to work outside of standard business hours.

MANDATORY REQUIREMENTS

Remaining compliant with legislation and Paroo Shire Council Policy you will be required to provide a current National Police Check Certificate, and have a Pre-Employment Health Assessment if you are successful in your application.

APPROVAL OF POSITION DESCRIPTION

Position Description Approved by: Cassandra White, Chief Executive Officer, Paroo Shire Council

Sign

A handwritten signature in black ink, appearing to read 'Cassandra White', written over a horizontal line.

Date

02 February 2020



Paroo Shire Council

Position Description: Local Laws Officer

POSITION DESCRIPTION ACCEPTANCE

- I, have read, understood and accepted the above information summarised in this Position Description.
- I understand that due to operational requirements, my duties and responsibilities may change from time to time and as such this Position Description may be amended.

Sign _____ Date _____