

# **Position Profile**

## **Local Nuisance and Litter Control Officer**

### **Council Vision**

We are a welcoming and inclusive community that values its heritage and natural environment.

### **Purpose**

Let us build for posterity.

### **Culture Brand**

A place people choose to work.

### **Values**

**Respect**  
**Accountability**

**Innovation**  
**Teamwork**

**Customer Driven**  
**Well-Being**

<b>TITLE:</b>	<b>Local Nuisance and Litter Control Officer</b>
<b>CLASSIFICATION:</b>	<b>Level 5 - General Officers Stream, SAMSOA</b>
<b>POSITION OBJECTIVE:</b>	
<p>The Local Nuisance and Litter Control Officer is responsible for ensuring a range of efficient, effective, quality, customer focused services are provided that:</p> <ul style="list-style-type: none"> <li>a) protect individuals and communities from local nuisance;</li> <li>b) improve the amenity value of local areas; and</li> <li>c) promote the creation and maintenance of a clean and healthy environment.</li> </ul>	

## 1. REPORTING RELATIONSHIPS

- This position reports to the Team Leader Community Safety.
- There are no positions reporting to this position.

## 2. CONTEXT STATEMENT

This position centralises the operational activities involved with the management of Local Nuisances and Litter Control across Council and acts in accordance with the prescribed function of Council as described in the Act. It is an expectation the successful candidate will work closely with a number of key stakeholders across the Development Services and Community Safety directorate of Council. The key stakeholders include but are not limited to:

- Community Safety - Team Leader
- Project Officer - Natural Environments;
- Waste Management Officer;
- Building & Compliance, Building Services - Team Leader; and
- Environmental Services – Team Leader.

In addition, when necessary the successful candidate will support other Council Officers as required.

## 3. POSITION DETAILS

Under broad direction, the role is accountable for the following:

- Establishment and management of the Local Nuisance and Litter Control regulatory program within Council.
- Undertaking investigations, inspections and enforcement action where necessary to assess compliance with the Local Nuisance and Litter Control Act 2016 or any other relevant legislation.
- Negotiating with property owners and residents to minimise Local Nuisances in line with the amenity of the area.
- Working collaboratively across Council teams to achieve optimal improvement outcomes and to ensure ongoing preventative support mechanisms are in place.
- Liaising with other agencies and authorities in relation to a range of issues, including reports of non-compliance with legislation, policy and other strategic issues.
- Issuing directions, certificates and notices in accordance with Council delegations.
- Providing specialist advice and assistance to the public and Council on public and Local Nuisance matters.
- Ensure accurate records and information are maintained and updated into Council systems and databases.

- Comply with the City of Mitcham's Culture brand and associated elements and behaviours.
- Collect, collate and meet all annual reporting requirements to relevant Minister, as required in the Act.

#### 4. PERSONAL CRITERIA

##### Qualifications

- Tertiary qualification (or demonstrated knowledge and experience) in, Environmental Management, Building Surveying, Urban/Regional Planning, Environmental Health or the similar – **highly desirable**
- Holds an unencumbered Australian drivers licence. – **essential**

##### Experience & Knowledge

- Demonstrated experience in establishing/managing operational components of regulatory program – **essential**
- Knowledge of Acts, codes, standards, regulations and legislation applicable to the area of operation – **essential**
- Knowledge of Local Nuisance issues and acceptable practices in dealing with them. Including issuing abatement notices/directions – **highly desirable**
- Experience in specialised field work, including complex level investigation – **essential**
- Experience in policy development and database enhancement relating to Local Nuisance issues – **desirable**
- Experience in project management – **desirable**
- Knowledge of the role and functions of other authorities having an impact on Local Nuisance matters - **desirable**
- Demonstrated experience in the preparation of reports – **essential**

##### Personal Capabilities

- Highly self-motivated with the ability to establish credibility and gain the confidence of a wide range of people from diverse backgrounds – **essential**
- Ability to work in cross functional teams and influence others to achieve outcomes – **essential**
- Advanced verbal and written communication skills with the ability to negotiate, influence and motivate individuals – **essential**
- Possess sound interpersonal skills, including the ability to effectively relate to and work with a wide range of people – **essential**
- Ability to work as part of a team as well as independently – **essential**
- Ability to prioritise workload and meet set timelines – **essential**
- Ability to share expertise and knowledge freely – **essential**
- Possess adaptability and flexibility of approach to handle changing work requirements and the ability to support others in an environment of change.
- Analytical skills in preparing complex reports, undertaking research and investigations, preparing business cases and disseminating information – **essential**
- Proficient in the use of technology including Microsoft Office and related products - **essential**
- Ability to be creative, innovative and flexible and readily accommodate change – **desirable**

- Analytical, problem solving, and decision making skills with an ability to explore new and innovative ways to do business using creative solutions – **desirable**
- Demonstrated commitment to continual professional and personal development – **desirable**

**5. WORK HEALTH & SAFETY RESPONSIBILITIES**

- Cooperate with any reasonable policy or procedure relating to WHS.
- Take reasonable care in regard to work health and safety.
- Avoid adversely affecting the health and safety of any other person through any act or omission at work.
- Ensure that they are not in such state (due to alcohol or drugs) as to endanger their own safety at work or the safety of any other person.
- Not wilfully interfere with or misuse items or facilities provided in the interest of the health and safety of employees.
- Report all accidents, incidents, injuries, property damage in accordance with agreed procedures.
- Comply with the use and utilisation of appropriate personal protective equipment.
- Participate in activities associated with the management of workplace health and safety policies, procedures and management systems.
- Support and use appropriate consultative structures.

**6. SPECIAL CONDITIONS**

- A DHS/ DCSI Clearance is required for every employee. Employees appointed to prescribed positions may require additional clearances. These will be renewed every three (3) years or as required.
- Some out of hours work may be necessary.
- May be required to undertake Drug and Alcohol Testing.
- May be required to undertake Fitness for Work assessments

**7. ACKNOWLEDGEMENT**

<b>Employee Name:</b> _____	<b>Direct Manager:</b> _____
<b>Signature:</b> _____	<b>Signature:</b> _____
<b>Date:</b> _____	<b>Date:</b> _____



# Building a great community

## A place people choose to work

*To deliver upon our promise to our customers and ourselves,  
we are committed to creating a culture in which we:*

### ARE VALUED AND SUPPORTED AS INDIVIDUALS

- We are given the opportunity to do new things and expand knowledge.
- We are given credit for Ideas.
- We are flexible and recognise the needs of Individuals.
- We are empowered to manage our own workloads and associated decisions.
- We communicate positive feedback.

### TAKE OWNERSHIP AND DELIVER UPON OUR PROMISES

- We take responsibility for our actions.
- We hold ourselves accountable.
- We deliver our services to the highest possible standard.
- We do what we say we will do.

### THINK INNOVATIVELY AND FOCUS ON CREATIVE SOLUTIONS

- We are open to new Ideas.
- We are encouraged/supported to express our Ideas.
- We are solutions-focused.
- We continually look for ways to improve systems and services.

### ARE RESPECTFUL OF OTHERS

- We respect the uniqueness of Individuals.
- We are transparent in our communication.
- We are non-judgemental in our dealings with others.
- We are courteous and acknowledge each other.
- We act in the best interests of our customers.
- We respect the opinions and Ideas of others.

### ARE RECOGNISED FOR OUR POSITIVE CONTRIBUTIONS

- We understand that Individuals like to be recognised differently.
- We are committed to recognising positive contributions of all staff.
- We are committed to an organisational program to support this.
- We celebrate achievements.

### WORK COLLABORATIVELY TO DELIVER THE BEST OUTCOMES

- We work together/in partnership to achieve our goals.
- We seek the input of others in matters that impact them.
- We share our expertise and knowledge freely.
- We are transparent in our communication
- We actively listen to others.

### ARE PROACTIVE IN DELIVERING A HEALTHY AND SAFE WORK ENVIRONMENT

- We balance life and work.
- We recognise that mental health is as important as physical health.
- We all contribute to a safe workplace.
- We commit to all relevant training.
- We continually look for ways to improve systems.

### ENJOY WORKING TOGETHER

- We contribute to a friendly and energetic working environment.
- We support and encourage one another.
- We create opportunities for celebration and camaraderie.
- We are empowered to make a difference to our customers.

### City of Mitcham Culture Brand and our staff's Personal Contribution Criteria

Above is our Culture Brand and associated elements and behaviours. These are assessed on an ongoing informal basis, and formally through the MyPlan process.