

## **POSITION DESCRIPTION**

|                        |                                     |
|------------------------|-------------------------------------|
| <b>POSITION TITLE:</b> | Infringements Oversight Officer     |
| <b>CLASSIFICATION:</b> | Band 6                              |
| <b>STATUS:</b>         | Permanent Part Time - 0.6 EFT       |
| <b>BUSINESS UNIT:</b>  | Development and Compliance Services |
| <b>DATE REVIEWED:</b>  | October 2018                        |

## **ORGANISATIONAL CONTEXT**

Our vision is that the Cardinia Shire will be developed in a planned manner to enable future generations to enjoy and experience the diverse and distinctive characteristics of our Shire

To undertake this vision successfully we are developing a skilled and professional workforce that embraces our corporate values. The Values help guide us to continue to be a customer-focused organisation that strives to achieve excellence in everything that we do. The Values form the basis of how we behave in the workplace and conduct the business of planning. Our corporate values are:

|                 |   |
|-----------------|---|
| Teamwork:       | We work collaboratively to achieve shared goals                         |
| Respect:        | We value diversity and appreciate others                                |
| Accountability: | We are responsible for our actions and behaviours                       |
| Communication:  | We communicate openly and share knowledge with others                   |
| Customer focus: | We consider the needs of others and make a difference for our community |

Council plays an important role in contributing to life in your community by providing many of the services and facilities that residents of all ages access every day. Council provides traditional local government services like local roads, waste management, and planning, building and animal control. But beyond this we provide much more. We work with residents from new born babies, to young people, families and our senior citizens.

Cardinia Shire Council values Gender Equality and does not condone any behaviour outline in our Workplace Behaviors policy. This includes, and is not limited to, discrimination, bullying, family violence, victimisation and breaches of our other workplace policy.

## **ORGANISATIONAL RELATIONSHIPS**

|                   |  |
|-------------------|--|
| Reports to:       | Team Leader - Prosecutions   |
| Supervises:       | Nil  |
| Internal Liaison: | Co-ordinator Compliance Services, other Prosecutions and Compliance staff  |
| External Liaison: | Members of public, police, developers, consultants and legal professionals |

## **POSITION OBJECTIVES**

- Conduct infringement reviews of infringements issued by Cardinia Shire Council Compliance Officers
- Oversee various functions arising from the Infringements Act 2006 and Fines Reform Act 2017
- Support and mentor Compliance Services Officers to effectively conduct enforcement activities on behalf of Council, and
- Contribute to the effective and efficient protection of land in the Cardinia Shire.

## **KEY RESPONSIBILITIES & DUTIES**

To provide assistance to the Team Leader – Prosecutions, including:

- Conduct Internal reviews in accordance with the *Infringements Act 2006*, and any applicable directions of the Director, Fines Victoria.
- Consider payment plan applications in accordance with the *Infringements Act 2006*.
- Data entry to record the outcomes of infringement reviews and prosecutions matters.
- Manage the processes associated with the exchange of data with VicRoads, including audits of the Information Protection Agreement requirements
- Manage all processes associated with enforcement of fines through Fines Victoria.
- Implementing, reviewing and improving software used by Council that supports various infringement and enforcement functions, and to be the primary contact for software issues.
- Answering customer enquiries regarding infringement-related matters, and other prosecutions enquiries as required.
- Preparing, filing and serving routine documentation, for unpaid infringements that are referred to the Magistrates Court of Victoria.
- Assist informants and where necessary prepare briefs on behalf of Council Officers.
- To brief Prosecutions Officers in preparation for court hearings.
- Remain aware of all relevant changes / amendments in legislation, and educate and update relevant staff on these changes.

## **POLICY AND PROCEDURE COMPLIANCE**

- Adhere to and promote HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents
- Ensure compliance with Council financial and procurement policies and procedures in ensuring an adequate standard of internal control over finances is maintained.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

Under the supervision of the Team Leader – Prosecutions, this role:

- Has freedom to exercise delegated powers on behalf of Cardinia Shire Council under the *Infringements Act 2006* (subject to Prosecutions policy and standing instructions)

## **JUDGMENT AND DECISION MAKING**

- Required to make discretionary decisions, applying the Cardinia Shire Council Compliance and Enforcement Policy to unique enforcement situations.
- Required to apply Prosecutions and Compliance policies and procedures to common fact scenarios, and to make decisions in novel situations that are reasonable, consistent and proportionate.
- Required to make decisions, with limited guidance, relating to the functions, responsibilities and services associated with the Prosecutions and Compliance Services team.
- Required to provide accurate and timely information to other members of the Development and Compliance Services business unit, residents, legislative bodies and other Council staff.

## **SPECIALIST KNOWLEDGE AND SKILLS**

- The ability to understand and interpret Acts and relevant legislation.
- Ability to draft summonses and other enforcement/legal documentation correspondence or reports
- A sound knowledge of court procedures and practices including prosecution of cases before the courts.
- Understanding of the Cardinia Shire Council Compliance and Enforcement Policy, and the broader law enforcement context.
- Proficient computer skills.

## **MANAGEMENT SKILLS**

- Strong time management and problem solving skills, to manage a case load within tight statutory and policy timeframes.
- Ability to maintain relationships with other staff, while constructively and critically reviewing their work, to achieve effective enforcement outcomes.

## **INTERPERSONAL SKILLS**

- Excellent written and verbal communication.
- Ability to gain co-operation and assistance from members of the public and other staff members.
- Ability to liaise with managers, staff, community groups, members of the public, police, persons charged with offences and staff from other Councils.
- Be able to display consideration, respect and equity for others.
- Ability to work effectively, and positively contribute to team goals.

## QUALIFICATION

- Relevant qualification, legal administrative experience or extensive experience in infringement enforcement process and practice.
- Relevant experience in infringement enforcement process and practice.
- A current Victorian driver's license.

## KEY SELECTION CRITERIA

- Appropriate relevant experience in infringement enforcement process and practice.
- Relevant qualification, legal administrative experience or extensive experience in infringement enforcement process and practice
- Demonstrated familiarity with Local Government enforcement functions, or experience in prosecutions
- Demonstrated understanding of the Cardinia Shire Council Compliance and Enforcement Policies and procedures, and the ability to make and justify enforcement decisions accordingly.
- Advanced communication (written and verbal), negotiation, representation and interpersonal skills.
- Highly developed time management and problem solving skills.
- Ability to embrace and behave in accordance with the Cardinia Values Framework

## CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2017 and Cardinia's policies and procedures.

|                             |   |
|-----------------------------|---|
| Tenure                      | This is a part time (0.6), ongoing position   |
| Probation period            | All appointments are subject to a six month probation period.                                 |
| Medical examination         | All appointments are required to undertake a satisfactory pre-employment medical examination. |
| Police Record check         | All appointments are subject to a satisfactory National Police Record.                        |
| Working with Children Check | All appointments are subject to a satisfactory Working with Children Check                    |