



# Performance Profile Compliance Officer

Our Vision	Our Objectives	Our Values
<p>A vibrant coastal community, connected to the environment, living the village lifestyle.</p>	<ul style="list-style-type: none"> <li>• Enhance community connection and well-being.</li> <li>• Operate as environmental custodians for the future.</li> <li>• Support local jobs, industry, and small business and facilitate sustainable development.</li> </ul>	<p>Consistency Sustainability Honesty Integrity Teamwork Transparency Respect</p>
Our Commitment		
<p>Protect what makes us special, improve our quality of life, and plan for future generations.</p>		

<b>Position:</b>	Compliance Officer	<b>Direct Reports:</b>	No direct reports
<b>Department:</b>	Community Services		
<b>Reports to:</b>	Senior Ranger		
<b>Status:</b>	Casual		

Performance Summary
<p>The Compliance Officer is expected to;</p> <ul style="list-style-type: none"> <li>• Carry out compliance inspections on private property throughout the Shire of Denmark.</li> <li>• Strive for continuous improvement in our workplace and excellence in customer service.</li> <li>• Strive for achievement of our vision in line with the Strategic Community Plan.</li> <li>• Be a part of a strong team culture.</li> <li>• Be solution focused and have a 'can do attitude'.</li> <li>• Champion the Shire's vision, commitment, objectives and values.</li> </ul>

### **Key Responsibilities**

- Enforce relevant Act, Regulation, Local Law and Policy as required.
- Carry out fire compliance inspections of private property as required.
- Compliance with the Shire of Denmark recording procedures.
- Respond to relevant community queries.
- Liaise with and report to Ranger Services.
- Other duties as required by the Senior Ranger.

### **Position Requirements**

- Ability to interpret relevant legislation, policy and compliance documentation with guidance and support as needed
- Computing and IT skills - enter and report inspections on tablet
- Good record-keeping and evidence-gathering skills (photos, notes, records)
- Ability to respect and maintain the strictest level of confidentiality
- Ability to work autonomously
- Well-developed time management and organisation skills
- High standard of attention to detail
- Diligent approach to workplace health and safety
- Current Drivers Licence
- Current National Police Clearance

### **General Accountability, Attitude, Behaviour and Conduct**

Every person carrying out work for the Shire must conduct themselves in line with the requirements of the Code of Conduct, including:

- Adhering to management directives and approved policies and procedures.
- Taking reasonable care to ensure personal safety and health at work of themselves and other persons.
- Adhering to lawful and reasonable directions from the employer and particularly those relating to employee integrity, confidentiality, Shire reputation, efficiency, fraud and corruption prevention.
- Respecting and maintaining Shire values and culture.

### Certification

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

**NAME** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**MANAGER** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**PERFORMANCE PROFILE REVIEWED**

**DATE** \_\_\_\_\_