

GRADUATE DEVELOPMENT COMPLIANCE OFFICER

POSITION DESCRIPTION

Position Title:	Graduate Development Compliance Officer
Responsible To:	Team Leader, Building & Environmental Services
Council Portfolio:	City Community
Council Program:	Regulatory Services
Classification Level:	Salaried, Level 3

Overview of Portfolio

The City Shaping Portfolio leverages and celebrates our role as a Capital City Council and delivers the services that protect our heritage, Park Lands and urban environment and demonstrates our environmental leadership now and into the future.

Overview of Program

The Regulatory Services Program facilitates safer places for all to enjoy, provides easy access for those who visit and move around our City, and makes the experience of doing business with the City of Adelaide a pleasure.

Key Relationships / Interactions

Internal	Employees across the Regulatory Services Program City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams
External	General Public Business owners, property owners Design consultants – architects, structural engineers, mechanical engineers, access and energy efficiency consultants. Relevant Building Consent Authorities – private certifiers. Construction, education and manufacturing Industry SA Government Departments – PlanSA

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Primary Purpose

As part of the Regulatory Services Program the Graduate Development Compliance Officer will learn and develop on the job, and through their development program, will make a tangible contribution to their team and CoA more broadly. The role facilitates development outcomes within the CoA by assisting with the timely inspection of a range of developments in relation to the statutory functions of the team.

The Graduate Development Compliance Officer will maintain a high level of customer service to all customers and assist members of the wider Building & Environmental Services Team.

Responsibilities

The Graduate Development Compliance Officer is responsible for:

- Developing a knowledge and understanding of the Building Rules and associated amendments, and relevant federal and state legislation, through participation in professional development scheme training.
- Providing support to the authorized officers by undertaking development inspections in the CBD and North Adelaide, under supervision of a Development Compliance Officer, for compliance with Development Authorisations issued pursuant to the Development Act 1993, the Planning Development & Infrastructure Act 2016, including compliance with the Building Rules and associated Australian Standards and the Local Government Act 1999.
- Assisting to implement appropriate, timely responses to dangerous structures and emergency situations.
- Under the supervision of a Development Compliance Officer, undertaking inspections of existing buildings and buildings under construction in accordance with the current City of Adelaide Building Inspection Policy.
- Assisting Development Compliance Officers to gather evidence and prepare high quality, accurate reports (as required) in preparation for legal prosecutions, prepare and issue legal Enforcement Notices and Orders and issue Expiations to rectify unauthorised/non-complying development in accordance with the Development Act 1993, the Planning Development & Infrastructure Act 2016 and the Local Government Act 1999.
- Attending to appeal matters in conjunction with an authorized officer, including preparation of evidence documents and Court appearances.
- Assisting in providing public awareness of the development process and the associated legislative requirements.
- Assisting in nominating mandatory inspection stages for a range of development classes by determining the scope of works for each development.
- Ensuring that building indemnity insurance requirements for all applicable residential developments are met prior to commencement of construction.
- Providing advice relating to building compliance in relation to developments.
- Supporting the advocacy of internal process improvement and necessary change to State Government for reforms with regard to development, policies and relevant legislation.
- Under the supervision of a Development Compliance Officer, investigating complaints on development related matters and assist in initiating appropriate remedial action in accordance with the relevant legislative powers and where relevant communicate actions to complainant.
- Under supervision of an appropriately accredited professional, undertaking building rules assessments for Class 1 and 10 developments as required.
- Participating in and contributing to all graduate program projects, training, and other undertakings.
- Taking an active approach to personal training and career development through and outside of the annual Performance & Development Conversations (PDC) process.

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Responsibilities for all employees:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing for self and others.
- Promptly report WHS incidents or near misses and use equipment, supplies, and personal protective equipment safely and responsibly.
- Adhere to security and safety requirements (physical and cyber) by following secure information/data handling practices and procedures that support and secure our systems.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Complete all mandatory training and ongoing professional development.

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Position Criteria

Qualifications	A tertiary qualification in Building Surveying or similar, completed within the last three years or expecting to be completed within the next 6 months.	Essential
	Eligibility for accreditation by an approved building surveying accreditation authority.	
	Qualifications and/or experience in engineering, building construction, construction project management, building related CAD drafting or civil engineering drafting (design drafting).	Desirable
People Management	Ability to work in an open, creative and collaborative environment, with a broad range of stakeholders	Essential
Technical Knowledge & Experience	Working knowledge and understanding of the Building Rules as defined in the Development Act 1993 and the Planning Development & Infrastructure Act 2016.	Essential
	Familiarity with the Development Act & Regulations 2008, the Planning Development & Infrastructure Act 2016, the Fences Act 1975 and other relevant and related legislation.	
	Ability to assess and analyse building compliance matters and determine solutions in an effective and timely manner.	Desirable
Project Management	Strong organisational skills, the ability to successfully manage competing priorities, maintain attention to detail and meet deadlines. Ability to take ownership and accountability for deliverables.	Essential
Innovation & Initiative	Ability to think conceptually and creatively and show initiative and self-discipline in daily tasks.	Essential
Resource Management & Decision Making	The ability and initiative to resolve conflicting work demands set and adjust priorities and recognise issues requiring resolution. Demonstrated levels of initiative, accountability, organisational and time management skills and ability to work in a team environment.	Essential
Professional Development	A commitment to ongoing professional development and continuous learning.	Essential
Customer Commitment & Integrity	A commitment to internal and external customers demonstrated through the provision of timely, reliable advice on matters within area of responsibility. Demonstrated passion for the work that you do and the participation in sharing your successes with the team.	Essential
Collaboration & Communication	Ability to work effectively in a multi-disciplinary team environment. The ability to build and maintain diverse relationships. Skilled in communication and being able to present effectively both orally and written.	Essential
Administrative Skills	Well-developed verbal and written skills to be able to construct high quality written work/reports. High standard of computer, organisational and time management skills.	Essential

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Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

Our Values



-  ACHIEVEMENT
-  COLLABORATION
-  CUSTOMER COMMITMENT
-  INTEGRITY
-  INNOVATION

Achievement

- Deliver what matters
- Ensure clarity of direction and unity of purpose
- Inspire excellence and strive for outstanding results



Collaboration

- Work together to build successful teams and partnerships
- Be open, inclusive, and share knowledge
- Seek, provide and act on feedback



Customer Commitment

- Know your customers and put them first
- Listen to and understand customer needs
- Be responsive, close the loop and deliver on promises



Integrity

- Own your actions, successes and mistakes
- Act with transparency, honesty and respect
- Do what you say you will do



Innovation

- Look for ways to improve and create positive change
- Think broadly and take a wider viewpoint
- Be responsive to new ideas and opportunities



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Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

Physical Demands

Task	Office Workstation		
Work Area	Various		
Physical Demand Rating	Very Light Work		

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Ergonomic adjustable chair	Critical Range of Motion: Shoulder to 90° flexion.
Standing	✓			Accessing folders, p/copier, talking to others	Lift Capacity: Up to 2kg (ream of paper).
Walking	✓			Meeting with others, moving between rooms	Push / Pull Force: N/A
Climbing	✓			Option to take the stairs	Environmental Factors: Indoor. Carpet in most offices. Lift access in most buildings.
Bending	✓			Reaching down to low shelves, p/copier	Task Rotation: tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse.
Squatting	✓			Reaching down to low shelves, p/copier	PPE: Office attire and appropriate footwear.
Gripping		✓		Mouse, stationery, phone	
Forward Reach	✓			Typing, using the mouse, phone usage	
Lift	✓			Light items, folders, paper and documents	
Carry	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

*This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).

Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

** Electronic Offer** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.