



Position Description

Team Leader – Local Laws

The City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.

The City of Port Phillip is a committed Child Safe organisation and has zero tolerance for child abuse. Every child and young person accessing City of Port Phillip has the right to feel and be safe. All City of Port Phillip Councillors, employees, volunteers, contractors and community representatives have a responsibility to understand and activate their role in preventing, detecting, responding and reporting any suspicions of child abuse to the relevant authorities, and maintaining a child safe culture.

POSITION TITLE:	Team Leader Local Laws
AWARD CLASSIFICATION:	Band 6
DEPARTMENT:	Safety & Amenity
DIVISION:	Development, Transport and City Amenity
DATE APPROVED:	July 2021
APPROVED BY:	Manager Safety & Amenity

ORGANISATIONAL RELATIONSHIPS:

REPORTS TO:	Coordinator Local Laws & Animal Management
SUPERVISES:	Local Laws Officers & Local Laws Business Support Officer (BSO)
INTERNAL LIAISONS:	Departmental Manager and Coordinators Internal service providers across the organisation, Customer Services Team (ASSIST); Councillor Liaison and Governance Team; Appeals Review Panel; Infrastructure Services, Traffic & Parking, Waste Services; Payroll; People & Culture, including the lead for Learning & Development and the HR Business Partner.
EXTERNAL LIAISONS:	Government representatives, Statutory Authorities, Members of the public; Contractors; Businesses operating in the City; suppliers, consultants Emergency Services agencies and contractors.



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POSITION OBJECTIVES:

- To lead and coordinate the Local Laws team to deliver efficient and effective service to the community and ensure that Council's Local Law No. 1 (Community Amenity) is administered effectively, in a fair and transparent manner.
- To provide expert advice and support to Council Officers on application of the Local Law to protect the safety and amenity of the City's public spaces.
- To support the Coordinator in managing the Local Laws and Animal Management Services, both strategically and operationally.

KEY RESPONSIBILITY AND DUTIES:

- Utilising the resources available, lead the operations of the Local Laws team to ensure that patrols, complaints, investigations and proactive enforcement inspections are carried out in an efficient and effective manner, in accordance with Council policies and procedures.
- Work collaboratively with the City Amenity, Summer Management and City Development, and City Permits teams and other parts of Council to ensure that peak visitor periods are effectively patrolled; and customer services and complaint responses are completed in a timely manner.
- Coordinate the administration, review and upkeep of the Local Law documents to ensure they are up to date, and publicly accessible.
- Develop and maintain all procedures and processes to ensure the efficient and timely handling of investigations and complaint responses.
- Manage the prosecution activity related to enforcement of the Council's Local Law No. 1 (Community Amenity) and other relevant legislation, assisting staff to prepare prosecution briefs, representing Council at Court as a prosecutor for both infringement related matters and other matters.
- To provide support and training opportunities to Local Law officers and monitor performance through continual feedback and effective employee plan conversations.
- Prepare reports and make recommendations about breaches of the Council's Local Law No. 1 (Community Amenity); Environment Protection Act and other relevant State legislation, and brief Council's legal representation on enforcement matters and actions to be taken.
- Give evidence at Magistrates' Court and VCAT as required.
- Keep the Coordinator Local Laws & Animal Management informed of matters that have the potential to impact service levels or the Council's reputation.



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- Ensure proactive and reactive monitoring of building sites within the City of Port Phillip in accordance with Council's Local Laws.
- To lead the team to proactively monitor works by third parties that may impact upon Council's assets and ensure that these assets are protected through application of the Road Management Act.
- Perform duties outside of normal hours as required from time to time as required.

ACCOUNTABILITY AND EXTENT OF RESPONSIBILITY:

- Accountable for the management of the team's day-to-day operations and meeting deadlines.
- Accountable to lead the team to work closely with Council's City Permits, Events and Asset Protection Units in order to ensure effective service delivery and compliance with the Council's Local Law No. 1 (Community Amenity).
- Accountable for the security of all information.
- Accountable for the supervision and development of staff through e-plans, providing training and on the job learning and the active encouragement and nurturing of skills.
- Accountable for conducting risk assessments and adjusting operations in accordance with these, to ensure staff safety.
- Responsible for the resolution of non-compliances with Council's Local Law No. 1 (Community Amenity) and Local Law Permit conditions/endorsed plans and to ensure investigations are dealt with as per the unit's Service Plan.
- Responsible for providing advice to internal and external stakeholders on Local Laws related matters.
- Responsible for briefing and supporting Council's legal representatives in relation to enforcement cases;

JUDGEMENT AND DECISION MAKING:

- Use initiative, problem solve and demonstrate resourcefulness in leading the team to achieve set objectives and complete tasks.
- Under guidance, and within ability and confidence, make decisions based on knowledge of CoPP policies and procedures, the Local Law No. 1 (Community Amenity) and relevant legislation.
- Guidance and advice may not always be immediately available within the time required to make a decision, and therefore the incumbent is expected to make informed decisions based on the information presented.



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SPECIALIST SKILLS AND KNOWLEDGE:

- A detailed and thorough knowledge of Council's Local Law No. 1 (Community Amenity) Local Government Act (2020), Environment Protection Act (2017) and other legislation relevant to the position.
- Proven ability to lead and motivate in-field and technically skilled staff to achieve high quality compliance and enforcement outcomes.
- Demonstrated skills and experience in investigation and prosecution.
- Demonstrated experience in evidence collection methods and presentation of such in legal forums such as the Magistrates' Court and VCAT.
- Well-developed interpersonal skills including effective conflict resolution management, mediation and negotiation skills, and assertion skills.
- Advanced skills and knowledge of Microsoft Office suite applications, particularly Outlook, Excel, Word, OneNote and PowerPoint, and Technology One applications.

MANAGEMENT SKILLS:

- Provide leadership, guidance, and advice to team members on technical, procedural and/or administrative matters (including basic training if required).
- Use a proactive and seamless approach to problem resolution for customers, through close collaboration with other Council services, where required.
- The ability to initiate and facilitate meetings of parties to resolve disputes.
- Understand personnel practices in day to day supervision of staff and provide ongoing job training and guidance to staff.
- Utilise time management skills to plan and organise own work and that of direct reports to achieve objectives within specified timeframes despite conflicting pressures.
- Influence others to uphold the organisation's values through leading by example.
- Involve team members in goal setting and decision making through encouraging knowledge sharing and joint problem solving.
- Communicate and measure team goals and delegate effectively.
- Plan service activities to meet organisational needs within financial and other resource constraints.



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- Provide information to contribute to budget development; and operate within set budget and identify any potential budget concerns or anomalies relevant to area of responsibility.
- Implement effective risk management strategies.
- Develop and monitor key performance indicators for services and programs.

INTERPERSONAL SKILLS:

- Demonstrated ability to effectively and confidently communicate verbally and in writing.
- Demonstrated ability to communicate effectively with the community and other Council Officers / Departments whilst maintaining confidentiality.
- Demonstrated negotiation, conflict resolution and mediation skills
- Ability to conclude investigations to a final resolution.
- Demonstrated capacity to build and maintain strong, cooperative and collaborative relationships with various stakeholders.

OCCUPATIONAL HEALTH & SAFETY:

- Take every reasonably practicable step to ensure your health and safety, and the health and safety of all others that may be affected by your work
- Comply with all relevant legislation and regulation, as well as City of Port Phillip policies and procedures and reasonable work instructions
- Ensure that all hazards, unsafe conditions, incidents and near misses are reported promptly and within set timeframes
- Participate as appropriate in an early and safe return to work program after a workplace injury
- Participate in the improvement of health and safety, including incident investigations and risk management processes
- Maintain knowledge of OHS issues relevant to your work

QUALIFICATIONS AND EXPERIENCE:

- Completion of a degree or diploma course in law or statutory compliance or a related discipline is preferable.
- Substantial relevant experience in statutory compliance fields, preferably in a Local Government context.
- Full Victorian car driver's licence.



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CHILD-SAFE STANDARDS

- Maintain a child safe culture at the City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

SECURITY REQUIREMENTS AND PROFESSIONAL OBLIGATIONS

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia, and
Sufficient proof of their identity.
- A National Police Check completed via City of Port Phillips provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation)

KEY SELECTION CRITERIA:

1. Proven ability to lead, develop and motivate an operational team.
2. Highly developed written and oral communication and organisational skills.
3. Demonstrated sound knowledge and experience of enforcement procedures, particularly in relation gathering and presenting evidence at the Magistrates' Court and Victorian Civil and Administrative Tribunal.
4. Demonstrated experience in conducting investigations, inspections and activities relating to the functions of the unit, to ensure compliance with relevant legislation.
5. Demonstrated ability to deal effectively and diplomatically with conflict, complaints and enquiries from a range of stakeholders.
6. Proven ability to develop and maintain quality administrative systems and procedures, including process and customer experience improvements.