



Position Description

Asset Protection Officer

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.

POSITION TITLE:	Asset Protection Officer
AWARD CLASSIFICATION:	Band 5
DEPARTMENT:	Construction, Contracts & Operations
DIVISION:	Customer, Operations & Infrastructure
DATE APPROVED:	June 2021
APPROVED BY	Manager Maintenance & Operations

ORGANISATIONAL RELATIONSHIPS:

REPORTS TO:	Team Leader Asset Protection and Inspection
SUPERVISES:	N/A
INTERNAL LIAISONS:	Council Employees, Managers, Executive Team and Councillors
EXTERNAL LIAISONS:	Government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors, residents and visitors to City of Port Phillip

POSITION OBJECTIVES

- Protecting Council's assets and public safety by ensuring compliance with Council's Community Amenity Local Laws, including Development Permits issued pursuant to Council's Local Law, Road Management Act consents and other applicable State Legislation requirements.
- To proactively monitor works by third parties that may impact upon Council's assets and ensure that these assets are protected through compliance of the Road Management Act and City of Port Phillip Local Law No. 1 (Community Amenity).
- To exercise personal judgement within agreed standards to respond to a request within an agreed and reasonable timeframe.



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KEY RESPONSIBILITY AND DUTIES

- Conduct investigations, inspections and activities relating to the functions of the Business Unit to ensure compliance with the Council's Local Law and other relevant State legislation as delegated.
- Act as the informant and issue Infringement Notices for contravention of the City of Port Phillip Local Law No. 1 (Community Amenity) and/or relevant State legislation, and where required prepare Briefs of Evidence for prosecution by Council's prosecutor and give testimony in a Court of Law.
- Collect relevant information and maintain Council's database for asset management and approved permits including: - processing of applications, investigations, recommendations and legal notices in a timely manner and to agreed standards.
- Build constructive relationships with internal and external stakeholders and where necessary consult with Council's technical staff in resolution of technical matters leading to positive outcomes, whilst adhering to State Legislative requirements.
- Act in accordance with Council Policies and Procedures related to working practices including; Occupational Health and Safety, EEO and other Council policies.
- Undertake all functions and duties in accordance with the unit's operating procedures and perform all other duties as directed consistent with skills and experience, including preparing reports and attend meetings as directed by the Senior Officers.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Experience and broad understanding of Local Government procedures and State legislation, its processes, requirements and procedures, and possess the ability to convey those requirements to internal and external clients.
- Initiative to ensure that service standards are met or exceeded and discretion to act within established operating guidelines whilst exercising all powers as authorised by Council under all relevant legislation.
- Responsible for contributing and achieving the vision, goals and targets of the Business Unit, whilst maintaining their personal time management schedules ensuring tasks are completed within agreed timelines and standards.
- Ability to conduct and conclude an investigation to a final resolution and, desirably, possess the necessary skills and experience to prepare a brief of evidence for prosecution and provide evidence in any court of competent jurisdiction when required.

JUDGMENT AND DECISION MAKING

- The role empowers the incumbent to make decisions consistent with relevant legislation pertinent to the position and take such authorised action necessary to affect those legal responsibilities.
- Ability to solve problems by utilising Council and legislative guidelines, and professional and technical knowledge and/or experience.
- The ability to initiate and facilitate meetings of parties in a timely manner to resolve issues/disputes.
- Ability to utilise sound judgement when communicating with the public and Councillors, including management of emotion and de-escalation skills.



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SPECIALIST SKILLS AND KNOWLEDGE

- Prior experience working within the framework as a Local Laws or Asset Protection officer.
- Operational knowledge of Council's functions with detailed understanding of management systems employed to efficiently and effectively handle the interface between Council customers and Council's providers in the areas of asset maintenance, protection and data collection.
- Ability to interpret and apply Council's Local Law and State legislation to achieve the requirements and objectives of the service
- A working knowledge of the Local Government Act 2020, City of Port Phillips Local Law No. 1 (Community Amenity), Environment Protection Act 2017, Planning and Environment Act 1987, Road Management Act 2004, Infringement Act 2006 and other relevant legislation.
- Knowledge and understanding of the use of personal computers and relevant software packages. including Pathway, TechOne, Content Manager, One Council, GIS mapping systems, Microsoft Word, Microsoft Exchange, and the ability to adapt to change in processes and systems.

MANAGEMENT SKILLS

- Effectively manage own time, work with limited supervision and set priorities to achieve deadlines in a busy environment.
- Undertake investigations, prepare reports and make recommendations whilst utilising a proactive and seamless approach to problem resolution, including coordinating with other Council inspection services when applicable.
- The ability to initiate and facilitate meetings of parties to resolve disputes in a calm, confident manner and de-escalate where necessary.

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.

INTERPERSONAL SKILLS

- Good oral, written and communication skills with proven ability to prepare reports for both internal and external presentation, including preparing briefs of evidence at an acceptable quality and delivery of evidence to all stakeholders and Courts of competent jurisdiction.



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- Proven ability to communicate effectively with the general public and other Council Officer / departments.
 - Effective conflict resolution skills.

QUALIFICATIONS AND EXPERIENCE

Academic:

- A Certificate IV in Local Government Statutory Investigation and Enforcement, or related experience in a similar investigation and enforcement field.

Experience:

- A working knowledge of the Local Government Act 2020, City of Port Phillip Local Law No. 1 (Community Amenity), Environment Protection Act 2017, Planning and Environment Act 1987, Road Management Act 2004, Infringement Act 2006 and other relevant legislation.
- Demonstrated understanding and experience of the role of Asset Protection functions and Local Laws application.
- Demonstrated practical experience in investigation and enforcement in complex investigation work, including presentation of evidence in Courts.
- Ability to deal effectively with property owners, builders and developers in an authoritative but respectful manner seeking cooperation in complying with relevant legislation (Road Management Act), Local Laws, permits and bond conditions.
- Victorian Driver Licence and Vic Roads Verification

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.
- Employment of successful candidates will be subject to a National Police Check. Employment of successful candidates will be subject to evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).

KEY SELECTION CRITERIA

- Relevant Certificate IV in enforcement and investigation, or lesser formal qualifications with relevant work skills and experience; proven experience in investigation and enforcement procedures; and local government experience an advantage.
- Knowledge of Local Government Act 2020, City of Port Phillip Local Law No. 1 (Community Amenity), Environment Protection Act 2017, Planning and Environment Act 1987, Road Management Act 2004, Infringement Act 2006 and other relevant legislation.



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- Demonstrate intermediate knowledge and experience in the role of an Asset Protection Office, asset protection functions or Local Laws applications.
 - High level of verbal and written communications skills, interpersonal skills to resolve disputes and investigative and enforcement skills.
 - Ability to exercise personal judgement within agreed standards to respond to a request within an agreed and reasonable timeframe.
 - IT/computer skills –Word/Excel/Outlook/Windows at a basic level. Pathway, TechOne Content Manager (TRIM), GIS mapping systems or OneCouncil experience desirable