

Position Description

Position Title	Team Leader Compliance
Position Number	1178
Directorate	Planning
Division	Development & Environment
Reports to	Manager Development & Environment
Grade	HILL35G14
Date Reviewed	January 2026

Primary Purpose

The Team Leader Compliance is responsible for leadership and guidance of the Compliance team in the administration of applicable Acts, regulations and relevant statutes under delegated authority, and for the mentoring of compliance staff, attending to compliance and enforcement enquiries, development-related meetings, Land and Environment Court matters and Council meetings as required.

This document describes the key responsibilities of the position and is not designed to be prescriptive. The incumbent will be expected to undertake other duties in addition to those described in this document. The incumbent will contribute to Council's vision as *"In 2030 the Hilltops is a thriving region offering a relaxed country lifestyle and diverse economy. We value and protect our friendly community spirit, pristine natural environment, and deep cultural heritage"*, and promote the values which support this: **Safety, Trust, Accountability and Respect**, and use these to guide decisions, actions, and conduct.

Key Accountabilities

- Contribute to a safe workplace by complying with legislative and organisational Work Health and Safety requirements.
- Develop, lead and monitor performance of Council's compliance programme, including the delivery of environmental health, development and environmental compliance, and ranger services.
- Act as the subject matter expert and point of contact for expert advice on compliance matters in response to requests from the Manager Development & Environment and other staff of Council.
- Lead complex, multifaceted compliance investigations and actions in accordance with the compliance and enforcement framework and the incumbent's professional background.

- Contribute to the delivery of regular environmental health, development and environmental compliance, and ranger services, including providing cover for leave and after-hours rosters.
- Represent the Compliance team at committee meetings, working groups, Councillor briefings, consultations & other public forums, building relationships with internal and external stakeholders.
- Work collaboratively with the Statutory Land Use Planning team to provide consistent actions and advice on environmental issues.
- Create and capture information in Council's designated databases to ensure legislative compliance.
- Contribute to the performance of Council by demonstrating professional conduct, making the best use of knowledge, experience & skills and being accountable for own decisions and actions.

Essential Criteria

1. Tertiary qualifications in a relevant Environmental Science or Compliance/Enforcement discipline.
2. Extensive experience of five years or more in compliance investigation & enforcement and excellent knowledge of the Environmental Planning and Assessment Act, Local Government Act, Food Act, Public Health Act, Protection of the Environment Operations Act and related compliance legislation.
3. Experience working in a sensitive and complex political environment with strong negotiation, dispute resolution skills and the ability to successfully negotiate positive outcomes.
4. Demonstrated experience leading a team of compliance professionals.
5. Proven ability to analyse & provide clear, high level written and verbal advice and briefings on complex issues and to interact with a broad range of senior staff, technical specialists, community members and other stakeholders.
6. Exceptional Microsoft Office skills, particularly with Word, Excel and Outlook.
7. Current Class C Drivers Licence.

Desirable Criteria

1. Experience working in the Local Government Sector or other Government body.
2. Post-graduate qualification(s) in an Environmental Science or Compliance/Enforcement discipline.

Decision Making

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the General Manager as set out in an instrument of delegation. All decisions must be in accordance with legislation and Council policies & procedures. Decisions should be consistent with the objectives of Council's strategies & plans.

All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

Acceptance of the role

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours are expected at Hilltops Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Hilltops Council from time-to-time as necessary. By signing, I agree to work in accordance with the requirements of the position and will abide by Hilltops Council's Code of Conduct, policies and procedures.

Name:

Signature:

Date: