



LAUTOKA CITY COUNCIL

ROLE DESCRIPTION

ROLE TITLE: DEVELOPMENT ASSESSMENT & COMPLIANCE OFFICER. (2 POSITIONS)

CORPORATE INFORMATION

1. Position Level: Tech 2
2. Number of Vacant Positions: 1
3. Remuneration: Salary will commensurate with qualification and experience (to be discussed during the interview). This is a contractual position with an initial period of three (3) years.
4. Duty Station: Civic Centre Building, 169 Vitogo Parade, Lautoka.
5. Reporting Responsibilities;
 - a) **Reports to:** Team Leader Building Assessment
 - b) **Liases with:** Team Leader Building Assessment, Senior Development Assessment & Compliance Officer, Senior Building Inspector & Building Inspectors and all other Department Heads and Sub-Heads, Stakeholders, other agencies and NGO's
 - c) **Subordinates:** other Development Assessment and Compliance Officer, Building Clerk.

ROLE PURPOSE

- To check and ensure development proposals, plans & specifications are in compliance with the Building, Town Planning & Development requirements of the council and also as required under the Local Government Act and including other legislation/codes/Standards and organization policy for a sustainable development compliance.
- To guide the developers, the public and Council on Development matters.
- To research, investigate and inspect building work for compliance and in accordance with Council's Planning and Development Operating Procedure or as delegated or directed by the council.
- To provide administrative and technical advice to the Reporting Officer to enable Council fulfil its function primarily under the under the Local Government Act.
- To prepare reports on development matters for council's consideration.
- To take follow-up action on breach of council's compliance requirements.

RESPONSIBILITIES

The Development and Compliance Officer is responsible for the following:

- To ensure the processing of building development applications received from the public/developers/consultants as soon as practicable but within statutory time constraints and assessment of applications with respect to the relevant legislations, policies and delegated authority from Council.
- Assess, inspect (developments on main land and outer islands) and report to Council on the developments applications processed for approval by the Department in an efficient manner.
- Liaise with the Reporting Officer, other staff and Council on the legislation administered by the Department to ensure that Council's responsibilities are met.
- Liaise with officers employed by Council, relevant Government departments and agencies as necessary.
- Responsible for the maintaining of records, plans, current copies of legislation and policies administered by the Department and for ensuring that such registers and records relative thereto are also maintained current.
- Prepare necessary documentation in relation to court proceedings, appear in Court and give evidence on matters involving breaches of legislation.
- Provide information and advice as necessary to assist Council, Chief Executive Officer, Reporting Officer relative to the functions of Council.
- Provide advice on policy matters to public and contribute to their development.
- Exercise a high level of interpersonal skills in dealing with the public and other organisations.
- Participate in training seminars, workshops and other educational forums to enable enhancement of knowledge and professional practice.
- Participate in internal and external training in relevant office procedures and in use of appropriate equipment.
- Ability to identify and analyse problems to develop and recommend solutions.
- Provide direction and support to staff as required to facilitate development process with the team and organisation
- Develop and maintain key relationships with council staff and other departments focusing on continuous improvement.
- Interaction with management team, other departments, Council, community groups and individuals and representative of government and non-government departments and agencies as necessary.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Time management - Ensuring timely processing of development application and in compliance with the relevant acts, codes, standards and other statutory compliance/policy requirements.
2. Approvals/consents given for development applications in a timely manner within council's set timeline.
3. Performance with efficiency and ensuring accuracy.
4. Periodic reporting of matters to Reporting Officer and council.

5. Coordination with internal and external stakeholders.
6. Work ethics.
7. Standard of work.
8. Transparency and accountability.
9. Providing assistance and guidance on compliance requirements whilst not compromising requirements under the legislations and standards.

PERSON SPECIFICATION

In addition to *an appropriate qualification* (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. A tertiary qualification in Civil/Building Construction, Preferably Diploma or Advance Diploma in Civil/Structural Engineering from a recognized institution.
2. Experience of at least 5 years in the Building and Engineering field with sound knowledge of the Local Government Act, Public Health Act – Building Regulations and the National Building Code, Town Planning Act and the General Provisions, Environment Management Act, Subdivision of Land Act, Traffic Management and other polices/procedures of council, governing laws and standards in the field of Planning, Development and compliance.
3. Highly developed time management and work prioritisation to plan, schedule and manage multiple Civil/Building Construction project applications.
4. Ability to develop, read and interpret civil/building construction plans, specifications and contract documentation.
5. Ability to work independently with limited supervision and promote a team environment with relevant stakeholders
6. Ability to make independent decisions, having regard to policy guidelines and organisation practice.

Skills and Abilities

1. Have good oral and written communication skills
2. Ability to work under pressure and deliver within timeframe
3. Ability to handle difficult situations to achieve positive outcomes
4. To be computer literate and knowledge in the use of MS Office, Auto CAD is of advantage.
5. Valid Driving License.

Personal Character

All applicants for employment in Lautoka City Council must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 55 years, in sound health, and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.