



## Northern Peninsula Area Regional Council

### POSITION DESCRIPTION

<b>Position number</b>	TBA	Date of last review	2025
<b>Position Title</b>	Manager Regulatory Services		
<b>Award</b>	<i>Northern Peninsula Area Regional Council Certified Agreement - 2023</i>		
<b>Classification</b>	Band 3 Level 1 or 2 (dependent on skills, qualifications, and experience)		
<b>Department</b>	Community and Regulatory Services		
<b>Section</b>	Regulatory Services		
<b>Location</b>	Umagico		
<b>Employment Type</b>	Full-time, Permanent		
<b>Supervisor</b>	Executive Manager Community and Regulatory Services		
<b>Direct Reports</b>	Senior EHO, Animal Management Supervisor & Illegal Dumping Officer		

### ORGANISATIONAL ENVIRONMENT

**Mission:** To support the provision of high standard local government services and economic growth of the Northern Peninsula Area through the sustainable use, development and management of land, water, and native vegetation resources, whilst protecting the rights and interests of both the individual and the community.

**Vision:** With Respect and pride we will build a future for our children based on unit, equitable self-governance, education, and culture.

**Responsibilities:** The Council is charged with the responsibility of ensuring a wide range of local government services are available throughout the communities of the Northern Peninsula Area including housing, kerb side collection of rubbish and land-fill disposal, potable water supplies and effective wastewater disposal systems.

***The NPARC must collaborate closely with the community and funding agencies to ensure the necessary resources are available for these purposes.***

### PRIMARY OBJECTIVE OF POSITION

The Manager Regulatory Services provides strategic leadership and operational oversight for the Council's regulatory functions. This role is responsible for the effective management of environmental health, biosecurity (weeds and pests), and animal management programs. Additionally, the position oversees land-use management, statutory licensing, and permit approvals to ensure sustainable development and legislative compliance across the Region.

### KEY ACCOUNTABILITIES

**Duties and responsibilities include but are not limited to:**

1. **Strategic Planning:** Lead the integration of long-term land use and environmental plans, ensuring alignment with native title considerations, community needs, and statutory requirements.
2. **Multidisciplinary Contribution:** Provide expert input into strategic planning by synthesising data related to transport, waste infrastructure, environmental impact, and socio-cultural factors.

3. **Regulatory Compliance:** Ensure all departmental activities—including animal management, biosecurity, and building/plumbing certifications—adhere strictly to relevant legislation and Council policy.
4. **Investigations & Resolution:** Oversee the investigation of public complaints regarding local laws, traffic, pests, and Council assets, ensuring timely and compliant resolutions.
5. **Environmental Health Oversight:** Coordinate a robust inspection program for environmental health, delivering data-driven reports and actionable recommendations to senior leadership.
6. **Corporate Governance:** Actively participate in organisational planning, including budget development and recruitment activities, to support Council's broader corporate goals.

## SELECTION CRITERIA

- i. **Qualifications:** Degree in Environmental Science or a related field, supplemented by substantial industry experience
- ii. **Proven Track Record:** Demonstrated success in managing regulatory services (biosecurity, animal control, public health) within a local government context.
- iii. **Stakeholder Engagement:** Superior communication and negotiation skills with a proven ability to engage diverse stakeholders and reach sound decisions.
- iv. **Legislative Knowledge:** Advanced understanding of Queensland Local Government Acts, land-use planning, and development assessment frameworks.
- v. **Leadership & Management:** Ability to manage multidisciplinary teams and complex workloads to meet strict deadlines.

## PERFORMANCE INDICATORS

1. **Strategic Delivery:** 100% completion of agreed actions within the Council Operational Plan according to scheduled milestones.
2. **Operational Excellence:** Regulatory programs (pests, weeds, animals) consistently meet or exceed Council's minimum service standards.
3. **Service Standards:** Timely and effective resolution of environmental health and land-use planning matters in accordance with statutory timeframes.
4. **Team Leadership:** High levels of business continuity and performance achieved through regular monitoring and proactive staff development.

## CONDITIONS OF EMPLOYMENT

The conditions of employment for this position are in accordance with the Northern Peninsula Area Regional Council Certified Agreement 2023, the Queensland Local Government Industry (Stream A) Award – State 2017, Council's policies and procedures, Council's Code of Conduct and other legislative requirements.

## WORK HEALTH AND SAFETY RESPONSIBILITIES

The employee shall comply, so far as is practicable, with:

- the Work Health and Safety Act 2011 and associated Regulations and Codes of Practice
- Council's Workplace Health and Safety Policies and Procedures
- instructions given by their Executive Manager in respect of the Health and Safety of themselves and the Health and Safety of other persons.

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

We agree that this Position Description accurately reflects the role.

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print)

Exec. Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print)