



LAUTOKA CITY COUNCIL

ROLE DESCRIPTION

ROLE TITLE: SUBDIVISION ASSESSMENT & COMPLIANCE OFFICER

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 an open contract position subject to annual performance appraisal.
4. Duty Station: Civic Centre Building, 169 Vitogo Parade, Lautoka.
5. Reporting Responsibilities;
 - a) **Reports to:** Team Leader Engineering Assessment
 - b) **Liases with:** Head of Planning & Development, Town Planner, Team Leader Building Assessment, Team Leader Assets, all other planning and development staffs, other Department Heads and Sub-Heads, Stakeholders, contractors, consultants and other agencies and NGO's
 - c) **Subordinates:** other Development Assessment and Compliance Officers, Secretary

ROLE PURPOSE

- To check and ensure development proposals, plans & specifications are in compliance with the Local Government Act - Lautoka (Subdivision of Lands) By-laws, Subdivision of Land Act, 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 and guidelines for a sustainable development compliance.
- To guide the developers, the public and Council on Land use matters.
- To research, investigate and inspect lands subdivisions and construction works for compliance and in accordance with Council's Planning and Development Standard Operating Procedure or as delegated or directed by the council.
- Inspect subdivision of land developments in compliance with the approved engineering plans and specifications and industrial standards.
- Assessment of land and subdivisions during construction in compliance with conditions of approval for processing of completions certificate upon successful completions of the subdivision

- To prepare reports on development matters for council's consideration.
- To take follow-up action on breach of council's compliance requirements.

RESPONSIBILITIES

The Subdivision Assessment & Compliance Officer is responsible for the following:

- Assessment of development applications which includes but not limited to subdivision and rezoning, engineering plans and survey plans received from the public/developers/consultants as soon as practicable and within statutory time frame and 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.
- 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.
- Investigate and issue appropriate notices for unauthorized developments and developments not in adherence to the legislative requirements
- Prepare necessary documentation in relation to court proceedings, appear in Court and give evidence on matters involving breaches of legislation.
- Provide advice on policy matters to public and contribute to their development.
- Exercise a high level of interpersonal skills in dealing with the public, developers, contractors and consultants and other stakeholders.
- Ability to identify and analyze problems to develop and recommend solutions.
- Develop and maintain key relationships with council staff and other organizations 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.
- Represent Council in stakeholder meetings for proposed developments and development under constructions

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 Civil Engineering field with sound knowledge of the Local Government Act, Subdivision of Land Act, Public Health Act – Building Regulations and the Fiji National Building Code, Town Planning Act and the General Provisions, Environment Management Act, Traffic Management and other polices/procedures of council, governing laws and standards in the field of Construction, Development and compliance.
3. Highly developed time management and work prioritization 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. Technical knowledge of land surveying, geotechnical and hydrology studies
6. Ability to work independently with limited supervision and promote a team environment with relevant stakeholders
7. Ability to make independent decisions, having regard to policy guidelines and organization 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 – Group 2.

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 60 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.