



Position Description

PLANNING SUPPORT OFFICER

POSITION DETAILS

Position No.	000026	Department	Development Services
Employment Status	Ongoing full-time position	Location	Civic Centre
Unit	Statutory Planning	Classification	Admin/Clerical Level 2

POSITION OBJECTIVE

This position is responsible for undertaking general administrative tasks associated with the operations of the Statutory Planning Unit.

KEY FUNCTIONS AND RESPONSIBILITIES

- Provide administrative support to the Statutory Planning Unit, including liaising and communicating with other Council Departments.
- Draft and sign outgoing correspondence of an administrative nature, as directed.
- Undertake administration duties relating to the acceptance, processing and monitoring of Council applications and other local government orders.
- Organise the public notification process as required for the Unit.
- Assist with the drafting and collation of Council reports relevant to the Unit.
- Maintain records of all current applications.
- Assist with organising and preparing final survey diagrams, schedules and stratum plans for signing and sealing by Council and the General Manager.
- Acknowledge receipt of objections to development applications and advise applicants and representors in writing of Council decisions.
- Provide support to the Customer Service Unit in relation to actions and responsibilities of the Department. As required provide relief to the Unit.
- Assist with the processing of 337 Certificates for the Department.

- Provide the Rates Department with Plans of Survey for all potential properties following Council's approval.
- Maintain and keep updated information relevant to the Department on Council's website and Intranet.
- Other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.

Work Health and Safety: To take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

Authority and accountability: Employees at this level are responsible for the completion of regularly occurring tasks and work under general supervision.

Judgment and problem solving: Employees use limited discretion in undertaking work as part of a team within well-established work practices and guidelines.

ORGANISATIONAL RELATIONSHIPS

Reporting Relationships

1. **Internal** – This position works closely with colleagues in the Development Services Department.
2. **External** – This position liaises regularly with applicants, property owners, public authorities and the general public in relation to development matters.
3. **Direct Reports** - This role reports to the Senior Planning Support Officer and has no direct reports.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- Demonstrated experience in providing technical and administrative support in land use planning or the property development industry.
- Strong interpersonal, communication and customer service skills.
- Competent written communication skills and the ability to prepare routine correspondence.
- Strong organisational skills and the ability to prioritise tasks and manage own time to achieve targets within set timeframes.
- Competent computer skills using MS Office software, records management systems and Geographic Information Systems.

- The demonstrated ability to interpret plans, drawings and mapping data.
- The ability to interpret legislation relevant to the role and within the scope of the position.

Desirable

- Certificate III in a relevant vocational qualification, e.g. Business Administration.