

Position Description

POSITION	Planning Support Officer	
REPORTS TO	Manager Sustainable Environment and Economy	
DIRECTORATE	Sustainable Environment and Economy	
BRANCH	Environmental & Economic Planning	
CLASSIFICATION	Grade 6	
STAFF	Nil	
CONTACTS	Internal General Management and staff at all levels	External Customers Government Departments Commercial enterprises Consultants

Position Objective

To provide a high level of administrative and project support to the strategic planning teams and manage multiple tasks in a fast-paced working environment.

Organisation Values

You will demonstrate the Byron Shire Council's Organisational Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



**We lead with
enthusiasm and
purpose**



**We are open,
honest and
respectful**



**We foster
wellbeing and
creativity**



**We achieve our
goals and
succeed together**

Key Responsibilities

Organisational Relationships

- Contribute to corporate goals and harmony by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.
- Contribute to a culture of continuous improvement and effective and enjoyable work practices and relationships.

Operations Management

- Provide high level project and administrative support across the Land Use Planning and Place Planning Teams projects and services, including the use of the MS Office suite of software, Survey Monkey, Your Say and other web-based platforms.
- Provide high quality information to customers and internal staff.
- Produce high quality original and standard documentation (such as letters, memos, reports, templates, agendas/minutes, public exhibition material including advertising flyers & notices, fact sheets & FAQs, electronic newsletters and web updates) for the team.
- Review project and technical information to create communications for the public in plain English.
- Provide accurately researched information as required.
- Assist with servicing Council committees, project reference groups and guidance groups as required.
- Assist with the administrative management of consultants/contractors as required.
- Monitor incoming calls for the Environmental & Economic Planning team; redirect calls, accurately recording information and respond to enquiries.
- Maintain Council and project registers and databases.

Financial Management

- Ensure compliance with delegations of the position is maintained.
- Ensure that activities operate within budgetary constraints.

Human Resource Management

- Comply with Council's Code of Conduct, Equal Employment Opportunity, Work Health Safety, corporate and human resources policies and procedures.

Work Health & Safety Management

- Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's and the Directorate's Work Health Safety and environmental management policies, protocols, procedures and practices.
- Report all risks, hazards, incidents and injuries immediately to supervisor.

Other Duties

- Other such duties as required that are within the limits of the employee's skill, competence and training.

Qualifications

- Working towards qualifications in town planning/place planning or related discipline, or Certificate of Attainment in Business Administration or equivalent experience.

Experience

- Experience providing a high level of administrative and project support to a multidisciplinary team and manage multiple tasks in a fast-paced working environment. Experience providing effective customer service.

Knowledge

- Working knowledge of administrative processes.

Competencies

Demonstrated ability to:

- Undertake accurate administration and project related tasks.
- Analyse complex information and make sound recommendations.
- Provide excellent customer service and deliver quality service outcomes.
- Coordinate, manage and prioritise own workload in a busy complex environment.
- Apply high level interpersonal skills including the ability to communicate both in writing and verbally.
- Work independently and contribute positively to a team environment.
- Be flexible in your approach to work and adapt well to workplace change.
- Work to timelines within budget.

- Effectively use information technology.

Selection Criteria

Essential Criteria

- Working towards qualifications in town planning/place planning or related discipline, or Certificate of Attainment in Business Administration or equivalent experience in a planning or administration role.
- Demonstrated sound organisation skills and ability to plan and prioritise multiple projects while consistently meeting agreed timeframes.
- Demonstrated sound interpersonal skills and ability to provide excellent customer service and deliver quality service outcomes as part of a multi-disciplinary team.
- Demonstrated commitment to Work Health Safety, Equal Employment Opportunity and Cultural Diversity principles.
- Demonstrated computer literacy, with experience in the MS Office suite of software (Word, Excel, Outlook, Publisher and PowerPoint) and other web-based platforms.
- Current Drivers Licence.

Preferred Criteria

- Knowledge of local government functions and associated administration processes.
- Commitment to and understanding of process improvement and sustainability principles.

PRESENT OCCUPANT:

SIGNATURE:

SUPERVISOR:

Manager Environmental & Economic
Planning

SIGNATURE:

People and Culture use:

National Criminal History Check ☐

Working with Children Clearance ☐

Functional Health Assessment ☐

Immunisations ☐