

POSITION DETAILS

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| Position Title: | Student Strategic Planner | Position Grade: | 7 |
| Dept/Directorate: | Urban Strategy/City Planning & Environment | Position Status / Hours per Week: | Part Time / 21 hours per week |

PRIMARY PURPOSE OF THE POSITION

- To undertake manual checking 10.7 Certificates
- To assist in making the release of 10.7 Certificates automatic by checking the Tech 1 attributes of all properties against the data quality maps.
- To update 10.7 Certificates to State Government requirements after planning circulars or directions have come through the records system
- To undertake maintenance of 10.7 Certificates including involvement in the creation of attributes in Tech 1, the production of test 10.7 Certs, the identification of any obvious errors such as the attribute not appearing and presentation issues
- To provide a monthly report of s10.7 errors
- To respond to customer service enquiries with respect to s10.7 Certificates
- Assist LIS in the allocation of property addresses and updating of property address information in Council's corporate systems, in accordance with Council procedures
- Assist LIS in maintaining and disseminating core property/land related information in Council's corporate systems, in accordance with Council procedures
- Other duties as directed consistent with incumbent's skill, competence and training.

SELECTION CRITERIA

Education/Qualifications

- Undertaking undergraduate studies in Town Planning or similar discipline

Experience/Specific skills

- Proven strong customer service skills
- Demonstrated ability to plan and prioritise workloads to meet deadlines
- Excellent communication (written and oral) and interpersonal skills
- Demonstrated ability to work in a team environment
- Demonstrated experience in checking, and processing s10.7 Certificates and related administrative processes
- Customer service experience and ability to show initiative to achieve outcomes
- The ability to work in a team environment & to handle a high workload in an efficient and professional manner
- Willingness to learn new skills and participate in business improvement

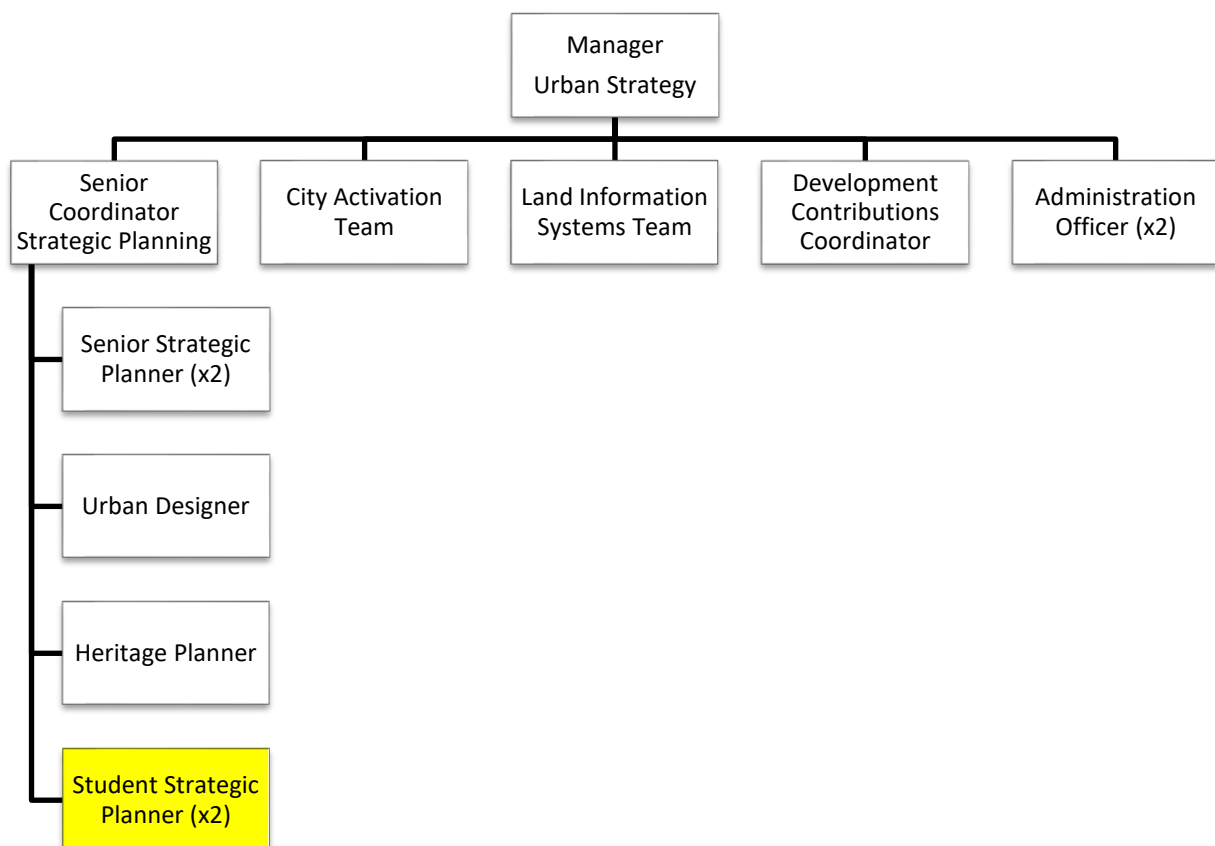
Personal Attributes

- Reliability and attention to detail
- Teamwork approach
- Demonstrated ability to think strategically and to be proactive
- Strong attention to detail
- Covid-19 vaccinated

Desirable Qualifications, Experience and/or Skills

- Knowledge of and ability to understand and interpret relevant local government legislation
- Knowledge of the NSW Land Titles system
- Experience in Local Government Property & Rating System data maintenance
- Knowledge of contemporary Data/Information Management techniques and practices
- Ability to work with limited supervision
- Experience with TechOne, TRIM, and/or Merit software
- Current Class C NSW Drivers Licence
- Bilingual language skills

ORGANISATIONAL CHART



SERVICE ACCOUNTABILITIES – Contributes to

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the City Planning and Environment Directorate of the organisation.

- S 10.7 certificate production and updates
- Maintenance of the property attribute data base
- Corporate Land Information data integrity management
- Land Use data management update service

CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

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| 1 | To comply with legislative requirements |
| 3 | To adhere to Council plans, policies, procedures and Code of Conduct |
| 4 | To understand, adhere and promote all OH&S policies and procedures |
| 5 | To understand, adhere and promote Council's EEO policies and procedures. |
| 7 | To understand and respond to the needs of our customers in accordance with the Customer Service Charter |
| 8 | To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan |
| 12 | To actively document all policies, procedures, projects and activities (as required) |
| 13 | To actively share information and knowledge on issues, training and better practice to relevant staff |
| 14 | To identify and initiate improvements of business systems to maximise service delivery |
| 15 | To identify and initiate improvements of processes to maximise service delivery |
| 16 | To deliver all project deliverables through PM_CoR methodology |
| 17 | To identify and minimise exposure to risk |
| 20 | To be involved in or provide feedback on corporate initiatives |
| 21 | To positively and proactively work with others across the organisation to deliver the outcomes |
| 25 | To model Council's values |
| 26 | To create and contribute to a positive work environment within my team, my Unit and the workplace. |
| 28 | To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements |

OUR VALUES

All employees at City of Ryde are to observe our values which are:

Safety

We are committed to preventing injury to ourselves, our team and our community.

Teamwork

We work together with respect and support.

Ethics

We are honest, responsible and accountable for our actions.

Professionalism

We deliver effective services to the community with consistent decision-making.

WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

Injury Management

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

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| Employee's Name | |
| Employee's Signature: | |
| Date: | |