

POSITION DESCRIPTION

TEAM LEADER DEVELOPMENT ADMINISTRATION	
POSITION NUMBER	4094
DIRECTORATE	Environment and Planning
SECTION	Development and Building
REPORTS TO	Coordinator Development Assessment
DIRECT REPORTS	4 x Administration Officers
GRADE	10
CONDITIONS OF EMPLOYMENT	Local Government (State) Award 2017
DATE PREPARED	8 June 2017
DATE LAST UPDATED	October 2018

1. PURPOSE OF THE POSITION

To provide specialised administrative support to the Coordinator Development Assessment including the management of the Section's administrative staff to ensure timely support to professional officers within this Section.

2. KEY ACCOUNTABILITIES

- 2.1 Provide executive support specifically to the Coordinator Development Assessment and generally to that Section as required.
- 2.2 Manage the administrative functions of the Development and Building Section including co-ordinating the administrative staff's leave and any training as required
- 2.3 Attend to enquiries via telephone, email, TRIM and Tech-1 while providing excellent customer service
- 2.4 Coordinate, prioritise and monitor all correspondence for the Coordinator Development Assessment and identify matters which require immediate attention.
- 2.5 Initiate and compose draft correspondence for the Coordinator Development Assessment
- 2.6 Process invoices and other financial tasks as required on behalf of the Coordinator Development Assessment
- 2.7 Maintain legal register for Land and Environment Court appeals involving Development and Building Section and prepare evidence as required for court relating to Development Assessment and/or Building Certification matters
- 2.8 Liaise with admin staff to ensure orderly co-ordination of LPP, SSPP and Design Review Panel Meetings & minutes are appropriately recorded and distributed
- 2.9 Undertake research of special projects related to development and building matters as required by Coordinator Development Assessment
- 2.10 Collate statistical information for reporting against Sectional Objectives and KPI's and also Planning

- Secretariat / Department of Planning reporting as required.
- 2.11 Provide back up support to other Administrative Officers in the Development and Building Section as required and provide relief to the PA to the Manager Development & Building, Executive Assistant to the Director Environment and Planning as required.

3. KEY SUPERVISORY ACCOUNTABILITIES

Leadership

- 3.1 'Lead by example'.
- 3.2 Implement Council/Line Manager decisions at an operational level.
- 3.3 Create, embrace and lead change.
- 3.4 Treat others with respect and compassion.

People Management

- 3.5 Lead, inspire, motivate, coach and mentor for optimal individual and team performance to achieve the overall strategic direction.
- 3.6 Objectively evaluate staff, provide feedback and communicate expectations.
- 3.7 Set team goals, identify priorities and follow through.
- 3.8 Assist in dealing with non-performance and inappropriate behaviour in a timely manner.

Communication

- 3.9 Communicate to all in a clear and concise manner both written and verbal.
- 3.10 Promote cross organisational communication and collaboration.
- 3.11 Foster good working relationships with external and internal stakeholders.
- 3.12 Communicate with staff on a regular basis and gain their input where appropriate.

WHS / Risk Management

- 3.13 Understand the principles of Risk Management and how they apply to the section.
- 3.14 Provide a safe and healthy work environment, in accordance with the NSW legislation, regulations and related Codes of Practice and Australian Standards.
- 3.15 In consultation with employees, assist in the continual monitoring of the work area's Risk Control Plan and all associated Safe Work Method Statements and risk assessments.
- 3.16 Monitor and evaluate the performance of staff against their risk management responsibilities.
- 3.17 Promote Risk Management as a vital business principle and actively employ those principles in decision making processes.

Governance

- 3.18 Coordinate operations and resources for cost effective achievement of team goals.
- 3.19 Implement customer service initiatives.
- 3.20 Effectively manage systems to optimise the use of resources.
- 3.21 Ensure knowledge of industry trends and innovations for best practice delivery of service.
- 3.22 Have awareness and understanding of the socio-cultural, historical, political and economic context within which the Council operates.
- 3.23 Understand and comply with Local Government Act 1993 and other relevant legislation.
- 3.24 Other duties as required.

4. WORKPLACE HEALTH AND SAFETY

'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All



employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.

5. MODEL CODE OF CONDUCT

Council's Model Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.

6. EQUAL EMPLOYMENT OPPORTUNITY

Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

7. COUNCIL'S POLICIES, MANAGEMENT GUIDELINES AND PROCEDURES

Comply with all Council's Management Guidelines, Policies and Procedures

8. CUSTOMERS

- 8.1 Provide effective service to Council customers and the community
- 8.2 Provide effective service to internal customers
- 8.3 Present a positive image of council

9. LIMITS OF AUTHORITY

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegations of Functions.

10. DESIGNATED POSITION – Contact Delegations officer for clarity on inclusions

Please note that this position has been identified as a designated position in accordance with section 441 of the Local Government Act. As a result, in accordance with Section 449, a completed Disclosure of Interest Return form must be submitted within three months of appointment. Annual Disclosure of Interest Returns are also required to be completed by 30 September each year.

11. SELECTION CRITERIA

Qualifications, Certificates & Licences

- 11.1 Higher School Certificate and/or Certificate III in Business Administration or equivalent industry experience or qualification
- 11.2 Class C Drivers Licence

Essential

- 11.3 Extensive experience in local government in an administrative/secretarial role
- 11.4 Excellent verbal and written communication skills
- 11.5 Commitment to customer service and continuous quality improvement



- 11.6 Flexibility to work outside of an in addition to normal hours of work
- 11.7 Proven ability to use initiative
- 11.8 Proficiency in Microsoft Office Suite with excellent word processing skills
- 11.9 Excellent time management and organisational skills and proven ability to plan, organise, set priorities and manage time to meet deadlines
- 11.10 Demonstrated ability to communicate effectively with people at all levels
- 11.11 Ability to work autonomously with minimal supervision
- 11.12 Accuracy, attention to detail, and timeliness
- 11.13 Demonstrated ability and experience in dealing with sensitive information
- 11.14 Proven ability to work effectively and cooperatively in a team environment

Desirable

- 11.15 Knowledge of the administrative process required to support Development and Building Services within Local Government
- 11.16 Knowledge of GIS databases, TRIM (or similar electronic document management system), Tech-1 (or similar local government database software)
- 11.17 Certificate III – Business Administration or equivalent qualifications
- 11.18 Knowledge of Electronic Document Management Systems, Customer Request Management Systems, Microsoft Outlook, GIS Database and Mapping systems, Tech-1 (as it relates to property and invoices)

EMPLOYEE ONLY

I have read and understand the content of this Position Description and undertake to meet the key accountabilities in an appropriate manner.

Employee Name: _____

Signature: _____

Date: _____

