



POSITION DESCRIPTION

Position Title	Development Support Officer	
Directorate	Planning	
Section	Development Assessment	
Responsible to	Team Leader - Development Assessment Support	
Position Supervises	Direct: Nil Indirect: Nil	
Position No.	TBC	
Status	Term full time	
Hours	35 hours per week	
Salary Point	Step 19 to 31	Band/Level: 2/1
Pre-employment checks Legislative requirements	N/A	
Date reviewed: November 2022		Reviewed by: Acting Senior Manager Planning

Inner West Council has a population of 201,000 people, a gross regional product over \$10 billion and covers an area of 36 km².

POSITION PURPOSE

The purpose of this role is to provide high quality administrative and operational support for the Development Assessment Team.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Demonstrated administration skills, including experience in the development of administration procedures.
2. Demonstrated experience in computer skills, particularly in relation to word processing functions using the Microsoft Office package and in the use of databases, with good keyboard/data entry skills.
3. Experience/knowledge in the preparation of business papers and taking of public meeting minutes.
4. Experience/knowledge in the preparation and review of corporate reporting including statistical data and invoicing, refunds and financial adjustments.
5. Analytical, written and verbal communication skills and an attention to detail.
6. Ability to work independently and as part of a team with a level of initiative and motivation.
7. Ability to provide quality customer service.
8. Ability to manage time efficiently and effectively to achieve deadlines.
9. Knowledge of and commitment to equal employment opportunities, diversity, work health and safety, ethical practice and acting with probity at all times
10. Current NSW Class C Driver's Licence

Desirable Criteria:

1. Local Government experience and working knowledge of, and familiarity with the application of the Environmental Planning and Assessment Act in relation to development assessment.

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

Reporting to the Team Leader Development Support, you are responsible for the following functions:

- Carry out Application tasks including, but not limited to –
 - Allocation and referrals (both internal and external).
 - Notification letters, site notices and advertisements.
 - Incoming correspondence is acknowledged and distributed.
 - Coordination of meetings between relevant officers and referral staff.
 - Preparation of determinations, stamping of plans and issuing of determinations.
 - Redacting documents.
 - Relevant tasks in relation to the New South Wales Planning Portal.
 - Issuing Contribution Invoices.
- Coordinate procurement of Development Assessment Team supplies.
- Carry out all internal and external corporate reporting including Performance Monitoring data and weekly performance statistics.
- Complete financial management, including invoicing, and raising of purchase orders.
- Prepare and coordinate agenda, business papers, panel members and minute taking for the Inner West Local Planning Panel and associated correspondence.
- Provide systems support and training.
- Carry out general office management.
- Coordinate and book Pre-DA meetings, Architectural Excellence Design Review Panel and the Built Environment Awards.
- Update Development Assessment Team templates and website maintenance.
- Participate and operate efficiently and effectively as part of a cooperative Development Assessment Team.
- Participate in the preparation of policies, procedures, process improvements and guidelines as required.
- Act in the position of Senior Development Support Officer as required by Team Leader or Manager.
- Undertake tasks as directed by the Team Leader and/or Manager

KEY RELATIONSHIPS:

Internal: All other stakeholders in the development assessment process such as customer service, records, finance and ICT.

External: Applicants and customers plus their professional agents, State Government Departments and agencies, including panels, the Inner West Local Planning Panel and Architectural Excellence Design Review Panel members and the community of the Inner West.

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT EMPLOYEES WITH NO STAFF REPORTING TO THEM AND/OR NO MAJOR PROJECT RESPONSIBILITY

LEVEL 6

Level 6 staff are required to perform their duties in accordance with their job description and safe working practices. It is the responsibility of each staff member to ensure that they comply with Work Health & Safety legislation as well as Council policies, procedures and safe work practices and that their actions do not subject any person to risk. The responsibility of this position requires:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all work is performed in accordance with requirements of the Health and Safety policy, procedure and legislation 	<ul style="list-style-type: none"> Conformance to WH&S policy and procedures Knowledge of, and use of Safe Work Method Statement (SWMS) and Standard operating procedures
<ul style="list-style-type: none"> Taking reasonable care for their own Health and Safety as well as that of others 	<ul style="list-style-type: none"> Use of SWMS and Standard operating procedures
<ul style="list-style-type: none"> Having an understanding of the Health and Safety requirements associated with their employment 	<ul style="list-style-type: none"> Training records
<ul style="list-style-type: none"> Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor Ensure all potential or actual areas of danger within the workplace are immediately made safe, repaired and reported to the appropriate person/s as soon as possible; 	<ul style="list-style-type: none"> Hazard identification reports Workplace inspection reports
<ul style="list-style-type: none"> Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards. 	<ul style="list-style-type: none"> PPE maintenance records Knowledge and use of Standard operating procedures
<ul style="list-style-type: none"> Working in accordance with relevant competency standards 	<ul style="list-style-type: none"> Training records. Supervisor site inspection records
<ul style="list-style-type: none"> Knowledge of WH&S and related legislation within scope of job description 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the **Development Support Officer** as detailed in this document.

Signature:

Date: / /