

Our organisation values Courage, Accountability, Safety, Teamwork, and Honesty in all we do

POSITION DESCRIPTION

Position title:	Planning Cadet Officer
Position Number:	
Department and Section:	Planning and Development
Band/Level:	Local Government (State) Award : Band 2 Level 1 Grade 8 Step 1 \$1,176.40 up to Step 5 \$1,352.65 per week depending on qualifications and experience.
Reports to:	Manager of Planning
Direct reports:	Nil
Indirect reports:	Nil
Basis of Employment:	Permanent, Full-time (35 hours per week)
Location:	Moree
Additional Benefits:	Superannuation Guarantee Ability to Salary Sacrifice PPE Provided or Uniform Allowance Rostered Day Off Participation in the NSW Department of Planning Cadetship Program

OBLIGATIONS TO THE ORGANISATION

Moree Plains Shire is a strong, robust community that provides a relaxed, healthy, and harmonious lifestyle with an economy that supports the local region and preserves the important environmental qualities of our area. Moree Plains Shire Council are committed to playing our role to help build the community we want for our future and leading the way in fostering a healthy, positive, and well-resourced community.



POSITION OBJECTIVE

To contribute to the efficiency and effectiveness of the Planning and Development Department by:

- To develop practical experience in the function of Statutory Town Planning.
- To assist in the assessment and determination of Development Applications in accordance with delegations, Council Policy and relevant Legislation.
- Participating as a member of the Planning team.
- Providing a high-quality level of customer service to customers and callers to the Planning section and providing assistance in a professional and courteous manner.
- Provide administrative support to the Planning and Building section to ensure that the necessary operations and services are carried out efficiently and effectively.
- As a member of a multidisciplinary team, ensure that an efficient and effective service is provided and that the outcomes are of a high standard, consistent with Council and community expectations.

ABOUT YOU

You will need to be able to confidently deal with customers in a professional, prompt, and courteous manner. Assess development applications and associated activities relating to development in an efficient and responsive manner. Strong organisational skills and proficiency in following procedural administrative tasks will be highly regarded. As well as a high regard for confidentiality and maintaining this consistently in addition to a high level of attention to detail are also essential skills for this role.

KEY DUTIES AND RESPONSIBILITIES

Duties shall include but not be limited to:

Planning

- Assessment and determination of Development Applications at a junior level.
- Assist in the management of technical matters of the section at a junior level.
- Assist Town Planning colleagues with all statutory and strategic town planning related activities.
- Assist with other day to day administration, as and when required.
- Create opportunities to further enhance skills and knowledge by actively participating in more complex town planning matters and applications.
- Assist in providing technical advice to applicants, consultants and customers relating to planning matters.
- Contribute to a positive team environment and the achievement of the teams and organisations objectives and values.
- Undertake site inspections in accordance with assessment requirements.

System Support

- Assist in achieving the efficient and effective administration of the Planning and Building functions of the Council in accordance with the provisions of all relevant Acts and Regulations.
- Assist with the review and development of system improvements to ensure that the necessary operations and services are carried out efficiently and effectively.
- To Assist, coordinate and continuously improve Moree Plains Shire Council's Integrated Planning and Reporting (IPR) requirements.
- To assist with compiling information to satisfy Council's planning and building certification compliance reporting requirements.
- Utilise the NSW planning portal.
- Ensure all files, information and correspondence (including emails) associated with this role are recorded in Council's electronic document management system, in accordance with Council's Records Management Policy.

Customer Service

- Provide customer service to visitors and callers in a professional and friendly manner whilst ensuring all enquiries are followed through.
- Effectively interacting with customers potentially under confrontational circumstances.
- Under guidance, act as Council's duty planner (including attend to front desk enquiries, phone calls and emails), DA meetings, site meetings and all other related planning/ land use control enquiries to external customers.

Office and Secretarial

- Provide administrative support by way of word processing, compilation of documents and recording to Council's electronic records system as required and in compliance with Council's records policy.
- Proof drafts of correspondence for correct grammar, punctuation, and spelling.
- Maintain standard forms and checklists for staff and customer use (updating forms on the computer, photocopying forms for the public etc).
- Assist in the preparation and placement or distribution of media releases, advertisements, and other informational material.
- Assist to coordinate members of the Planning Team including appointment diaries and meeting schedules.
- Compose routine correspondence for the section from general verbal instructions.
- Assist Officers with the application and enforcement of the provisions of the Environmental Planning and Assessment Act 1979, Local Government Act 1993, Protection of the Environment Operations Act 1997, Roads Act 1993, Moree Plains Local Environmental Plan, all Development Control Plans and all appropriate Acts, codes, standards, controls and Council policies, issuing Notices and Orders where appropriate.

Meetings

- Assist in the preparation of reports for Council and Committee meetings.
- Preparation of agendas for meetings, distribution of the same and typing of minutes as required.
- Assist with the preparation of more complex reports/other documents by researching issues and collating information.

Finance

- Raise purchase orders and ensure their timely return to the Accounts Payable section as required.

ESSENTIAL CRITERIA

- Working towards tertiary qualifications in Town Planning, Urban and Regional Planning OR commitment to completing an Undergraduate Certificate in Urban & Regional Planning or a Diploma in Town Planning.
- Completed or completing Year 12 enabling entry to an accredited Town Planning/Urban Planning degree.
- Willingness to commit to the role and study. Ability to balance study and work commitments effectively to work at Council long term.
- Organised with the ability to multi-task and manage conflicting priorities as well as be resilient to work and study pressures of the combined Academic / Local Government context.
- Ability to work independently and also collaboratively as part of a team.
- Ability to independently attend sites subject to development applications.
- Ability and commitment to maintain confidentiality.

Literacy, Numeracy, and Record Keeping:

- Strong written and verbal communication skills, including researching, writing, editing, proof reading and adaptable to a range of projects and audiences including the ability to communicate effectively with people at all levels.

Technical Skills:

- Proficiency in Microsoft Office 365 programs including Word, Excel, Outlook and PowerPoint and a willingness to learn additional programs as required.

Tickets and Licences:

- General Construction and Induction card (to be obtained upon commencement of employment).
- Current Class C Driver Licence.

COMMON CRITERIA

- Demonstrated commitment to reconciliation, and to working constructively and respectfully with Aboriginal and Torres Strait Islander individuals and communities.
- Demonstrated commitment to inclusive work practices and respect for all people.
- Demonstrated ability to effectively deal with conflict resolution.
- Must be willing to commit to further training and development as required.
- Have a Unique Student Identifier code prior to commencement.
- Ability to complete Moree Plains Shire Council's Workplace Health and Safety and COVID-19 Induction modules online prior to commencement.

- Complete pre-employment health screening and provide evidence of relevant immunisation.
- Ability to provide evidence of working rights in Australia.
- Successful completion of all induction and probationary reviews within 3 months of commencement.
- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime, and disaster and emergency situations when required.
- All staff must comply with NSW Office of Children's Guardian child safe standards.

DESIRABLE CRITERIA

The following qualifications, skills and/or experience is advantageous, but they are **not** essential:

- Experience working in a local government environment.
- Knowledge of planning legislation and its relevance to the role.

ACCEPTANCE

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Moree Plains Shire Council's policies and procedures. I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: