

POSITION DESCRIPTION	
Title:	Administration Support Officer
Group:	City Development
Reports to:	Team Leader Administration
Grade:	10
Hours:	35 hours per week (Job Share)
Vehicle:	No
Position Purpose	
To provide administrative support to the City Development Group.	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Certificate IV Business Administration or equivalent experience • Sound knowledge of office procedures and demonstrated administrative experience • Experience in maintaining records using a computer based information system • Demonstrated initiative, sound judgement and decision making skills with minimal supervision • Excellent written and verbal communication skills with the ability to liaise with a number of sections within council • Demonstrated commitment, enthusiasm and integrity to achieve positive outcomes • Experience in using a range of Microsoft Office and Adobe software products • Experience in using a quality management system or other business improvement initiatives • Experience in contributing to improvements to a quality management system or making suggestions for other business improvements <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Knowledge of Local Government structure, operations and the local area • Ability to maintain effective, efficient processes to satisfy the Department of Planning measures for performance monitoring • Understanding of Intra-maps and Tech One, including Property & Rating software module 	

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

Main Activities / Tasks

- Provide a service to the relevant sections associated with City Development to maintain Level of Service Agreements (LoSA's) with Customer Services and other Groups within Council, with respect to:
 - Turn around times for referrals
 - Turn around times for application registration
 - Maintaining training register
- Be available to participate in Environmental Leadership throughout the organisation
- Maintain ECM corporate standards for City Development
- Provide administrative support to the City Developments QMS program.
- Provide support for City Development in the following areas:
 - Advertise development applications in accordance with Council procedures
 - Advertise developments for Integrated/Nominated developments in accordance with Council procedures
 - Preparation of advertisements and press releases
 - Update and maintain registers through tracking of development and subdivision applications
 - Register DAs on manual register on allocation to relevant officer's
 - Produce plans and maps including:
 - Strata plans
 - Site maps for business papers
 - Development proposals
- Prepare Strata Plans for signature and correspondence for advice to Government Agencies
- Allocate tasks from ECM development user group to relevant Council Officers.
- Prepare acknowledgement letters to objectors
- Maintain and update Procedures Manuals for City Development
- Take accurate minutes for City Development, as and when required
- Manage City Development stationary needs, including ordering of stationary and all other items using e-Procurement and overseeing the budget for that purpose
- Liaise with relevant Team Leaders to arrange necessary information and correspondence and set interviews for Advertised Positions for City Development as required
- Provide General Ledger Enquiries to Team Leaders
- Provide administrative support including:
 - General correspondence for the City Development Group
 - Co-ordinate meeting room arrangements
 - Reports to Council, including correspondence to applicants & objectors

- DA internal referrals (compiling and tracking in ECM & register)
- Word processing and spreadsheets as required – including writing correspondence and reports that require original sentence and paragraph construction and wording
- Other duties within the limits of skills, competence and training

Work Health & Safety

- Required to take reasonable care of self and others in the workplace
- Cooperate with all health and safety policies and procedures agreed to by management and staff
- Report any unsafe conditions that are identified
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

Accountability and Behaviours

- To conduct themselves in line with the core values at all times when working with Council, Community, Customers and Councillors.
- To ensure that they are accountable for their behaviours in the delivery of their duties.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive culture at Council.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

Organisational Values

- Apply and demonstrate the key organisational core values - Collaboration, Accountability, Integrity, Respect, Sustainability