

POSITION DESCRIPTION

Position Title	Land Use Planning Support Officer
Position No.	557 / 444
Position Status	Permanent Part-time
Business Unit	Land Use Planning
Division	Development
Classification	Band 4
	Terms and conditions of employment are in accordance with the current Wellington Shire Council Enterprise Agreement
Date Approved	February 2021
Approved By	General Manager Development

WELLINGTON SHIRE COUNCIL VALUES

Cooperation	Working together, teamwork, collaboration and being solution-oriented.
Integrity	Acting with respect, honesty, reliability, trust, tolerance and understanding.
Balance	Demonstrating fairness, equity and flexibility. Consider work-life balance and balancing community needs against resources.
Professionalism	Personal development and meaningful work, being competent, innovative and courageous, focus on excellence and continuous improvement.

POSITION OBJECTIVE

The Land Use Planning Administration Officer performs a wide variety of administrative, secretarial and customer service tasks for the land use planning business unit in accordance with Council processes and values.

ORGANISATIONAL RELATIONSHIPS

Reports to	Land Use Planning Support Coordinator
Supervises	NIL
Internal Liaisons	All Council Staff
External Liaisons	General public, suppliers, contractors, Government Departments, Referral Authorities and professionals engaged in the Planning, Building and Environmental Health fields

DELEGATIONS/AUTHORISATION

This position has delegations / authorisation to exercise power as conferred by sections 11 and 47 of the *Local Government Act 2020* and other legislation referred to in [S6 Instrument of Delegation](#) to Members of Council Staff, [S7 Instrument of Sub-delegation](#) by the Chief Executive Officer to staff or [S11 Instrument of Appointment and Authorisation](#).

QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE

Accountability and Extent of Authority

- The Land Use Planning Support Officer is responsible for the timely and efficient delivery of administrative support for the business unit and works collaboratively with internal and external stakeholders to ensure the delivery of quality services.

Judgement and Decision Making

- Ability to use discretion and judgement and deal sensitively and confidentially with a wide range of planning and administration matters.
- Undertake all administrative duties in accordance with documented processes and with limited supervision, however, guidance and advice are readily available.

Specialist Knowledge and Skills

- Proficient in the use of Microsoft Office Suite, Geographical Information Systems (GIS), Electronic Document and Records Management Systems (EDRMS) and Database Management Systems (DBMS).
- Knowledge of office principles including excellent telephone etiquette, work flow, filing, record keeping and handling of inwards/outwards correspondence.

Management Skills

- Organised multitasker with the ability to meet deadlines and manage shifting priorities.
- Ability to use initiative to resolve complex problems.

Interpersonal Skills

- Effective oral, and written communication skills.
- Promote a positive image of the Land Use Planning Department at all times.
- Ability to work collaboratively as part of a multidisciplinary team.

Qualifications and Experience

- Certificate III in Business Administration or relevant industry experience obtained through formal or informal training or relevant work experience would be advantageous.
- Previous experience working in Administration teams (or similar position) is desirable although not essential.

The ability to obtain and maintain the following qualifications, registrations, certifications:

N/A

PEOPLE - RESPONSIBILITIES

Developing people, assigning work, setting work environment, monitoring performance, developing own and team's accountabilities.

- Encourage and maintain positive working relationships with all colleagues to ensure a professional and collaborative working environment.
- Support colleagues and coordinator/supervisor as required to achieve overall team goals, Corporate Performance Indicators (CPIs), service levels and other targets.
- Work in a manner that ensures adherence to Council policies and Occupational Health and Safety requirements incl. task analyses (if applicable).

OPERATIONAL - RESPONSIBILITIES

Developing technical knowledge, monitoring technical systems, managing stakeholder relationships.

- Effectively see all tasks through to completion in line with individual CPIs, service levels and other targets.
- Work within agreed plans, policies and processes including safe work practices.
- Identify and report opportunities for increasing efficiency and/or effectiveness as per Wellington Excellence to ensure continuous improvement.
- Demonstrate a commitment to effective internal and external customer service.
- Maintain currency of technical skills and knowledge to ensure work is performed as per the requirements of the role.
- Maintain complete and accurate records of all work related activities including documentation and administration as per the Council's records management policy and adherence to the written style guide.
- Be familiar with and understand the strategic and operational risks relating to your business unit, advise supervisors of any new risks you may identify, and provide input, assistance and advice where applicable.

SCHEDULING - RESPONSIBILITIES

Aligning strategy to team outputs preparing plans, reporting on performance against plans, managing budget, planning and allocating resources, scheduling team's work.

- Regularly monitor and report on work and activity progress against individual and team corporate performance indicators and project targets.
- Understand the contribution of own work towards the achievement of team, business unit and strategic organisational goals.
- Assist with emergency related functions, by mutual agreement, in the event that the Municipal Emergency Management Plan (MEMP) is enacted, including the provision of emergency response, relief and recovery services to the community.

POSITION SPECIFIC - RESPONSIBILITIES

- Perform all administrative duties associated with the Land Use Planning business unit according to established processes; including day to day file, database, records management and other tasks directed by the Land Use Planning Support Coordinator and in accordance with CPIs.
- Assist with the review and development of administration processes and business unit reporting and weekly reconciliation of all statutory planning files when required.
- Arrange meeting room bookings, car bookings and catering when require.