

## Position Description

### Administration Officer – Planning

<b>Division</b>	Planning & Environment
<b>Business Unit</b>	Development Control
<b>Position Number</b>	321017 321018 321019
<b>Location</b>	Council Administration Building, Yass
<b>Award Band</b>	Administrative/Technical/Trades Band 2, Level 1
<b>Salary Grade</b>	Grade 8
<b>Remuneration</b>	Entry \$61,895.60 to Step 3 \$66,847.56 per annum plus 11.5% Superannuation
<b>Date position description approved</b>	November 2023

### Council Overview

Yass Valley Council is a local government organisation employing over 150 staff and with an annual budget of \$30 million. Yass Valley Council (YVC) is managed by the Chief Executive Officer and three Directors. This management team ensures the continued delivery of excellent services and optimum infrastructure to residents and visitors. The three Divisions of YVC are Corporate and Community, Planning and Environment, and Infrastructure and Assets.

The Planning & Environment Division comprises of Development Control, Strategic Planning, Environmental Services and Recreational Assets. The role of Customer Service Officer - Planning is located within the Development Control team.

### Council Vision

“To build and maintain sustainable communities while retaining the region’s natural beauty”.

### Council Values



## Primary Purpose of the Position

Provide administrative support to the development assessment team and customer service relating to planning matters.

## Key Accountabilities

Within the area of responsibility, this role is required to:

- Compile and prepare reports for other government agencies.
- Process and review correspondence and forms received by the unit to ensure completeness and compliance.
- Comply with privacy requirements and legislative obligations ensuring the confidentiality, privacy and integrity of information.
- Provide administrative support or other office based duties as directed.
- Provide a positive customer experience for all members of the community attending or contacting Council.

## Organisational Accountabilities

**Code of Conduct:** Comply with the minimum standards of conduct expected of employees as set out in Council's Code of Conduct.

**Customer Service:** Present a positive image of Council and provide an effective service to Council customers, the community and internal customers.

**Equal Employment Opportunity:** Promote a workplace free from discrimination and harassment by treating all colleagues and customers with respect and professionalism without regard to background or irrelevant personal characteristics.

**Policies and Procedures:** Comply with all Council's policies, procedures and guidelines.

**Workplace Health and Safety:** Take reasonable care for the health and safety of self and others. Comply with any reasonable instructions, policies and procedures given by Council.

## Key Challenges

- Enhancing and maintaining an understanding and knowledge of NSW planning systems and legislation.

## Key Internal Relationships

Who	Why
Manager Development Control	Receive guidance and support, provide advice and exchange information.
Professional planning team	Receive guidance and support, provide advice and exchange information.

## Key External Relationships

Who	Why
Customers and wider community	Communicate, engage and inform on services provided by Council.

## Key Dimensions

### Decision making

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the General Manager (Chief Executive Officer) as set out in an instrument of delegation. All decisions must be in accordance with legislation and Council policies and procedures. Decisions should also be consistent with the objectives of Council's strategies and plans.

All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

### Reports to

Manager Development Control

## Essential Requirements

- Ability to use computer systems and demonstrated experience in computer literacy and keyboard skills including the ability to effectively research using the Internet and experience in using Microsoft Word, Excel and Outlook.
- Ability to carry out administrative tasks and to comprehend and understand planning concepts, Council policies, procedures, systems and guidelines.
- Excellent interpersonal and communication skills.

## Desirable Requirements

- Experience using the NSW Planning Portal will be highly regarded.

## Approval History

Stage	Date	Comment	MagiQ Reference
Convert to LGCF	8 March 2021		7927
Updated	June 2024	Award Salary Increase 2024/25	7927
Reviewed	19 September 2024		7927

### Ownership and Approval

Responsibility	Role
Author	Manager Development Control
Endorser	Director Planning & Environment
Approver	EMT