

POSITION DESCRIPTION



POSITION TITLE: Planning and Building Assistant
CLASSIFICATION: Band 4
UNIT / DIVISION: Planning and Building / Regulatory and Community Services

HUMAN RESOURCE MANAGER:
Signature & Date

GENERAL MANAGER:
Signature & Date

INCUMBENT:
Signature & Date
.....
Print Name

POSITION OBJECTIVES

To contribute to the delivery of efficient, effective and timely planning and building services for customers and Council.

KEY RESPONSIBILITIES

- Provision of timely and accurate administrative tasks including preparation of correspondence and processing of applications in accordance with the provisions of the Planning and Environment Act, Building Act Subdivision Act, relevant Regulations and Council Policies as directed.
- Data entry and registration of Planning and Building applications.
- Referral of applications to other departments and Referral Authorities.
- Prepare Public Notice of applications in TechOne.
- Track and process Section 173 Agreements including document preparation, signing and distributing.
- Understand and implement policies and work directions.
- Record details of all relevant building documentation.
- Coordinate the provision of property advice.
- Receipt, register and monitor applications including referrals and processing procedural plans.
- Report statistics to Planning Permit Activity Reporting System and Victorian Building Authority.
- Work positively within a team environment, Council, customers and other staff.
- Ensure confidentiality is maintained in accordance with the relevant Acts and Regulations.
- Archiving and retrieval of files.

ORGANISATIONAL RELATIONSHIPS

Reports to: Planning and Building Manager

Supervises/Manages/Coordinates: Nil

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Internal Liaisons: General Manager Regulatory and Community Services
All staff

External Liaisons: Service Authorities
Members of the Public
Applicants/Consultants

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Act within standards, procedures and Council's operating guidelines
- Refer to the Manager for decisions which may have an effect on Council policy and/or daily operations
- Provision of timely information and support as required

JUDGEMENT AND DECISION MAKING

- Ability to make decisions regarding day to day operations related to the position
- Report and discuss with the Manager any matters that may arise effecting safety, finances, and productivity of the team and the functions undertaken
- Guidance and advice will always be available within the time available to make a choice

SPECIALIST KNOWLEDGE AND SKILLS

- Understanding of relevant technology, procedures and processes used within the unit
- Knowledge of policies, regulations and precedents relevant to the position
- Proficient in the application of standardised procedures, practices, Acts and Regulations
- Knowledge of unit goals and appreciation of the goals of the wider organisation

MANAGEMENT SKILLS

- Basic knowledge of personnel practices and ability to provide employees with on-the-job training and guidance
- Skills in managing time and planning and organising one's own work

INTERPERSONAL SKILLS

- Ability to gain cooperation and assistance from internal and external stakeholders
- Well-developed written communication skills
- Ability to establish rapport and to contribute to a pro-active work culture
- Discretion and confidentiality are used whilst performing assigned duties

QUALIFICATIONS AND EXPERIENCE

Mandatory

- Certificate in Business Administration or relevant experience
- Experience providing good customer service
- Valid driver's licence
- Strong computer literacy skills including Microsoft Office

Desirable

- Experience within the planning and building industry
- Local Government experience and knowledge of the current issues in Local Government in Victoria

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Key Selection Criteria

1. Relevant qualifications and experience.
2. A team player with excellent customer service, who can follow processes, comply with legislation and deadlines.
3. Demonstrated ability to identify and implement continuous improvement initiatives.
4. Understand and display behaviours that align with council's vision, mission and values.