

POSITION SUMMARY

PLANNING & DEVELOPMENT COORDINATOR (BRC117)



Directorate	Environmental, Planning & Building Services
Section	Strategic Planning
Classification	Band 2, Level 1, Grade 4
Position Status	Permanent full time
Commencing Salary Range	\$962.80 to \$1011.54 per week
Reports to	Manager Strategic Planning
Direct Reports	Nil
Work Location	Civic Centre, 158 Russell Street, Bathurst

Position Purpose

The position is part of the front counter team providing customer service in relation to the functions of the Environmental Planning and Building Services Department.

The position undertakes administration functions within the Environmental, Planning and Building Services including receipt and compilation of Development Applications/Construction Certificates and Complying Development Certificates, maintenance of registers, completion of certificates and a range of other administration duties/functions.

Key Responsibilities

- To provide administrative assistance to the Environmental, Planning & Building Services Department
- To deal effectively and efficiently with external communications within and external to Council and in particular enquiries from the public and the provision of information to the public
- To project a positive image of Council and the Department to customers
- To have an understanding of Council's policies and procedures.

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

Selection Criteria

Essential

- Excellent customer service skills
- Proficiency in the operation of various computer packages
- Experience in updating/maintaining databases/registers
- Well-developed understanding of internet and intranet based data administration
- General clerical skills - e.g. filing, record keeping
- Good oral and written communication skills
- Certificate in Office Administration
- Current Drivers licence.

Desirable

- Previous experience in local government
- Understanding of town planning and building matters
- Additional associated qualifications/certificates including: Justice of the Peace, Certificate in Local Government.

Expected Organisational Standards

- Follow defined WHS procedures
- Provide service to customers
- Work effectively in the local government context
- Work with others in local government
- Communicate in the Workplace
- Follow defined risk management policies and procedures
- Follow defined ethical guidelines from Council, including Code of Conduct
- Follow defined environmental sustainability guidelines.

Employment Conditions

- 35 hour week with RDO every third week
- Hours of work are 8.30am to 4.45pm Monday to Friday
- Probationary period of 4 months
- Four weeks annual leave
- Long Service Leave after 5 years
- Superannuation of 9.5% paid by Council
- Medical (including drug and alcohol screening) and audio required as part of selection process.

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