



## POSITION DESCRIPTION

POSITION DETAILS			
<b>Position Title:</b>	Business Support Officer - Planning and Environment		
<b>Position Number:</b>	TBA	<b>Standard Position Hours:</b>	35 Hours
<b>Directorate:</b>	Planning and Environment	<b>Unit:</b>	Business Support
<b>Salary Grade:</b>	3	<b>Award Band and Level:</b>	Band 2 Level 1
<b>Position Reports to:</b>	Business Support Team Leader – Planning and Environment		
<b>Staff Management:</b>	Nil		
<b>Budget Responsibility:</b>	Nil		
<b>Date Created:</b>	4 April 2018	<b>Date Last Reviewed:</b>	4 April 2018
<b>Version:</b>		<b>Document Number:</b>	

### ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 280 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

### ORGANISATIONAL CONTEXT OF POSITION

The Planning and Environment directorate manages services associated with the following functions within Cessnock City Council;

- Development Services
- Health and Building
- Business Support and Customer Relations
- Strategic Planning

The Business Support and Customer Relations unit is responsible for all business support for the Planning and Environment directorate and the Customer Service for the organisation.

### WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 6.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

## PRIMARY OBJECTIVE

The primary objectives of this position are to:

- Provide high quality service to members of the community, customers and staff.
- Portray a positive corporate image of Council as a friendly and professional organisation.
- Deliver effective, responsive and professional support to the Planning and Environment directorate.

## KEY ACCOUNTABILITIES

1. Ensure the delivery of efficient, courteous and effective customer service for all customers of Councils.
2. Provide high quality frontline customer service in a positive and professional manner, including;
  - Identifying customer needs and ensuring that the appropriate information is provided in a transparent, open and timely manner.
  - Attending to customers promptly, impartially and courteously.
  - Providing guidance and assistance to telephone and front counter enquiries and ensuring that customer enquiries are promptly directed to the appropriate Council Officers.
  - Ensuring that information provided by the customer is accurately recorded.
3. Receive and process monies payable in relation to Council services in accordance with relevant accounting standards and Council's cash handling policies and procedures.
4. Provide relevant information and assistance regarding Council's policies, procedures, activities and services to all customers of Council in a professional, concise and helpful manner.
5. Ensure that all customer requests and/or complaints which are received regarding Council service(s) are allocated, processed and managed in accordance with Council's service standards, policies and procedures.
6. Process applications, associated certificates, documents and maintain associated registers for Development, Construction Certificates, Complying Development, Subdivision, Septics and On-site Sewage management.
7. Undertake administrative support tasks for the Planning and Environment Directorate including, Development Services, Competitive Building Team, Environmental Health and Strategic Planning in accordance with Council's policy, protocols and procedures.
8. Maintain the Notices and Orders Register in relation to the issuing of Notices and Orders, including the completion of affidavits ensuring accuracy for legal purposes.
9. Perform statistical analysis of statutory reports and business unit key performance indicators.
10. Provide relief support to the Business Support and Customer Relations Team and Executive Assistant to the Director.
11. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

## POSITION SELECTION CRITERIA

### Essential

1. Certificate III in Customer Service, Office Administration, or other related discipline, or demonstrated solid experience in a similar role.
2. Contemporary knowledge of providing administrative support with a minimum of 4 years' experience
3. Outstanding customer service, communication skills, interpersonal skills and telephone etiquette including the ability to effectively communicate with a wide range of stakeholders, both internal and external.
4. Demonstrated effective time management skills, with the proven ability to handle multiple activities, prioritise workloads and meet deadlines.
5. Demonstrated sound problem solving, negotiation and conflict resolution skills.
6. Demonstrated solid computer skills including experience and knowledge in the use of the Microsoft Office Suite, Electronic Document Management Systems, Customer Request Management Systems, and Geographic Information Systems.
7. Demonstrated ability to work both independently and in a team, fostering an environment based on teamwork and cooperation.

### Highly Desirable

1. Demonstrated experience in a Local Government Environment.
2. Demonstrated ability to interpret legislation and policy for application in Local Government.
3. Current Class C NSW Drivers Licence.

## SIGNATURE

### Employee

Full Name:

Signature:

Date: