



## POSITION DESCRIPTION

### Administration Officer (Development)

<b>Department Section:</b>	<b>Executive Manager</b>	<b>Direct Supervisor</b>	<b>Employment Status</b>	<b>Award Level:</b>
<i>Development Services</i>	<i>Craig Pursey</i>	<i>Craig Pursey</i>	<i>Permanent Part Time</i>	<i>LGIA 2010 Level 5</i>

**A united workforce dedicated to providing quality services to our Community**

**Purpose:**

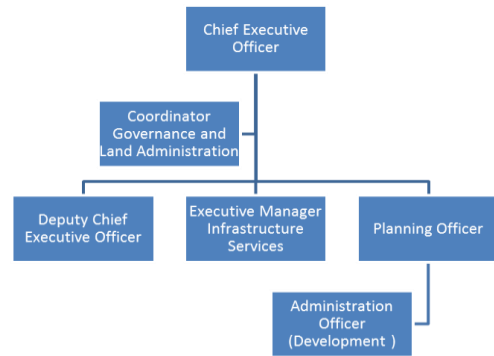
The primary purpose of the position is to provide the Planning and Development Directorate with a high level of administrative support in receiving, registering and processing development applications from a planning, building and environmental health perspective.

**Person Specification:**

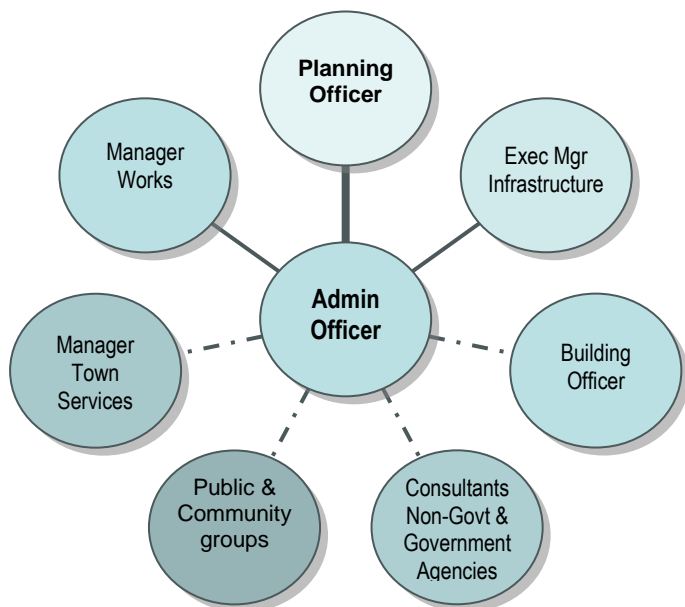
**Qualification, Skills & Experience**

- *Developed oral and written literacy, numeracy and interpersonal skills*
- *Highly developed computing skills with competence in Microsoft Office and ideally MS Publisher.*
- *Highly developed organisational skills and initiative.*
- *Ability to self-organise within the position's authority and contribute in a team environment.*
- *Developing knowledge of applicable legislation, standards, guidelines, codes of practice and industry techniques relevant to the position.*
- *C class vehicle license*

**Organisation Chart:**



**Key Role Relationships:**



*The position:*

- *Is responsible to the Planning Officer.*
- *Operates under general direction with significant autonomy.*
- *Regularly interacts with the community, Works Department leadership group, Planning Officer, and government and non- government agencies.*
- *Acts within delegated authority and Shire Policy to apply established standards and procedures relevant to the work area, subject to compliance with specific instruction.*

**Role Environment:**

*The Administration Officer operates from the Bremer Bay Community Resource Centre receives, registers and processes development applications from a planning, building and environmental health perspective.*

*1. Routine duties include to:*

- a) Receive and register planning, health and building applications.*
- b) Process crossover applications*
- c) Receive, verify that adequate information (including fees paid) has been provided and co-ordinate development applications to permit the processing of approvals.*
- d) Track and monitor applications and update registers and records systems*
- e) Complete site inspections as required. Follow up compliance matters*
- f) Receive and administer bonds for planning approval and subdivision works*
- g) Prepare basic correspondence*
- h) Provide administrative support to officers in respect of development applications including the preparation of correspondence*
- i) Answer general enquiries in relation to the status of development applications and respond to basic development enquiries*
- j) Send out development related information*
- k) Assist in preparing and keeping up to date:*
  - *Information packs;*
  - *Standard letters and templates;*
  - *Website information and procedures;*
  - *Zoning plans, policies and documents.*
- l) Prepare reporting for external agencies as part of local government requirements such as BRB reporting.*
- m) Research issues and summarise findings for use in reports and preparation of policy and reports.*
- n) Prepare monthly reports to Council on building and planning activities.*
- o) Assist in the development and implementation of records management procedures and policies for planning and records as directed.*
- p) Create and monitor the file register and retrieval of information requested by Council's staff.*

## Role Alignment – Shire of Jerramungup Strategic Plan

Key Focus Areas:	Performance Indicators:
<b>1. On-going Social, Economic and Financial Viability</b>	
<p><i>The Shire of Jerramungup will continue to grow and prosper whilst maintaining its identity and sense of place by:</i></p> <ol style="list-style-type: none"> <li>1. <i>Providing a range of recreational and sporting opportunities.</i></li> <li>2. <i>Establishing partnerships with neighbouring councils to achieve service delivery efficiencies.</i></li> <li>3. <i>Ensuring that the availability of residential, industrial and commercial land meets demand.</i></li> </ol>	<p><i>The position has an important role in achieving the social, economic and financial objectives by:</i></p> <ol style="list-style-type: none"> <li>1. <i>Processing development applications associated with sporting grounds and facilities.</i></li> <li>2. <i>Participation in co-operative arrangements with neighbouring Councils to achieve local and regional efficiencies.</i></li> <li>3. <i>Assisting in the processing of scheme amendments and development applications generally.</i></li> </ol>
<b>2. Service Delivery and the Environment</b>	
<p><i>The Shire of Jerramungup will deliver a range of excellent community services whilst minimising our impact on the environment by:</i></p> <ol style="list-style-type: none"> <li>1. <i>Ensuring that growth occurs in a controlled and sustainable manner.</i></li> <li>2. <i>Developing innovative approaches to minimise fossil fuel consumption and the community reliance on reticulated water services.</i></li> <li>3. <i>Working in partnership with key agencies to deliver environmentally responsible services.</i></li> </ol>	<p><i>The position has a significant influence over the delivery of excellent community services whilst minimising our impact on the environment by:</i></p> <ol style="list-style-type: none"> <li>1. <i>Assisting in the development of information packs to assist developers/residents.</i></li> <li>2. <i>Assisting in the application of the Shire's water conservation policy.</i></li> <li>3. <i>Implementing designated services in a legislatively compliant and environmentally responsible manner in consultation with the appropriate government agency.</i></li> </ol>
<b>3. Building and Road Infrastructure</b>	
<p><i>The Shire of Jerramungup will provide the community with quality road and building infrastructure by:</i></p> <ol style="list-style-type: none"> <li>1. <i>Keeping abreast of new technology and industry best practice.</i></li> </ol>	<p><i>Within the area of responsibility the position has a critical role in providing the community with quality road infrastructure by:</i></p> <ol style="list-style-type: none"> <li>1. <i>The research and application of standards, codes and guidelines to promote innovation, quality and pride in the workplace.</i></li> </ol>
<b>Workforce Values / Selection Criteria</b>	<b>Employee Understanding</b> <i>(Insert a brief statement of your understanding of these values and how you will demonstrate them.)</i>
<b>1. Treat each other with respect.</b>	
<b>2. Act honestly and with integrity at all times.</b>	
<b>3. Be accountable for our own actions.</b>	

<b>4. Use our initiative.</b>	

**Safety Is Everyone's Duty**

➤ Implements Occupational Safety and Health practices. Supports the Safety Committee and representatives.	➤ Addresses safety issues within the area of responsibility and refers matters beyond delegated authority to the Executive Manager Infrastructure.
➤ Promotes the Shire's workplace safety management program, procedures, policies and manual.	➤ Manages designated duties to comply with procedures, which satisfy duty of care for employee and public safety at all times.

**Key Tasks for 2011-13**

➤ Develop information packs	➤
➤ Assist in implementing Synergysoft Planning and Building Modules	➤

*Signing this demonstrates that the employee agrees to the PD and its performance objectives and will abide by the Shire's workplace values and honour the position as accepted.*

**EMPLOYEE CERTIFICATION:**

\_\_\_\_\_

**Successful applicant**

Date: \_\_\_\_\_

*Signing this demonstrates that the supervisor agrees to the PD and its performance objectives and will abide by the Shire's workplace values and honour the position as accepted.*

**SUPERVISOR CERTIFICATION:**

\_\_\_\_\_

**Craig Pursey**

Date: \_\_\_\_\_