



POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Planning Assistant		
Position Number:	100	Standard Position Hours:	35 Hours
Directorate:	Planning and Environment	Unit:	Business Support and Customer Relations
Salary Grade:	5	Award Band and Level:	Band 2 Level 2
Position Reports to:	Team Leader Business Support		
Staff Management:	Nil		
Budget Responsibility:	Nil		
Date Created:	30 January 2017	Date Last Reviewed:	4 June 2018
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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 Development Services Unit is primarily responsible for the assessment of development applications and associated applications, as well as enforcing conditions of consent and controlling unauthorised land use activities. This Unit works closely with other Units within the Directorate which are responsible for related functions.

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 objective of this position is to assist relevant officers in their daily tasks, and provide effective, responsive and professional planning assistance to the Manager and Development Services Team.

KEY ACCOUNTABILITIES

1. Provide high quality and professional support to the Development Services Manager, and team members.
2. Coordinate and participate in Development Assessment Unit (DAU) meetings and confirm that documentation is up to date and accurate.
3. Assist in ensuring that Development Applications, Civil Construction Certificates and Subdivision Certificates are processed in accordance with statutory requirements and Council procedures.
4. Assist Council's Development Engineers in their daily tasks, and coordinate referrals, inspections and monthly meetings.
5. Organise Council's Pre-DA meetings and coordinate procedures, meeting requests, enquiries and issuing of minutes.
6. Provide system and user support for the Authority System to the Development Services Unit.
7. Investigate and respond to inquiries/requests using Council's Customer Request Management System (CRM).
8. Monitor and manage outstanding correspondence within the Development Service Unit in accordance with Council's service level standard.
9. Ensure correspondence is responded to in an accurate and timely manner in accordance with Council's service level standard.
10. Provide responsive and high level customer service and provide clear and accurate information and advice to the inquirer.
11. Provide input and assistance to officers within the Development Services Unit in relation to the development and review of strategies, codes, policies, procedures and the like.
12. Carry out historical and property research, as required.
13. Process withdrawal of applications and refunding of fees including outstanding bonds.
14. Develop and maintain Development Service's registers and databases.
15. Provide back up to the Strategic Land Use Planning Assistant in relation to issuing Section 149 Planning Certificates, through ensuring the integrity of the system in relation to legislation.
16. Undertake any other accountabilities or duties which are within the employee's skills, competence, and training.

POSITION SELECTION CRITERIA

Essential

1. Minimum Certificate IV in Local Government (Planning) or currently studying towards a degree in planning or other equivalent qualifications.
2. Minimum 5 years' experience in an office administration role.
3. Demonstrated solid experience in and demonstrated understanding of the development assessment process.
4. Demonstrated advanced computer skills, including skills and knowledge of Microsoft Office Suite, electronic document management systems, customer request systems and Geographic Information Systems.
5. Demonstrated analytical, research and problem solving skills with the demonstrated ability to negotiate and liaise with key stakeholders.
6. Demonstrated ability and experience in preparing technical letters and reports.
7. Demonstrated well developed written and verbal communications skills and interpersonal skills including the proven ability to communicate with a wide range of stakeholders at all levels of the organisation and the public.
8. Demonstrated ability to deal effectively with the community, proponents, consultants, Council staff and public and private agencies.
9. Demonstrated highly developed time management and organisational skills and the proven ability to prioritise workload, complete project assignments and meet deadlines.
10. Demonstrated ability to work both independently and in a team, fostering an environment based on teamwork, respect and mutual cooperation.
11. Demonstrated ability to accept challenges and succeed in a rapidly changing environment.

Highly Desirable

1. Previous experience in working within a planning discipline, preferably in local government.
2. Knowledge of appropriate legislation, including the Environmental Planning and Assessment Act 1979, and Local Government Act 1990 and associated regulations.

SIGNATURE

Employee

Full Name:

Signature:

Date: