



INFORMATION PACKAGE

POSITIONS VACANT

**3 X DEVELOPMENT SUPPORT OFFICERS
FIXED TERM UNTIL FRIDAY 24 DECEMBER 2021**

REF NO: ESC425

CLOSING DATE: 4.30PM MONDAY 24 MAY 2021

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Thank you for enquiring about this position.
If, after reading the information in this package, you would like further information please contact Mark Brain on 0439 324 680



Collaboration Respect Team Spirit Professional Open + Trusting



Important Information

Use our on-line application system to apply for these positions. This can be accessed through the Jobs at Council section of Council's website www.esc.nsw.gov.au

Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.



Position Description

Development Support Officer

Position Code	Fixed term - TEMPDEVSUP
Division	Development Services
Location	Moruya Administration Offices
Band/Level	Administrative / Technical / Trades Band 2 Level 1

Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

Our values		We collaborate	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
		We are respectful	We show respect and compassion to each other and our community. When there are issues, we go to the source.
		We show team spirit	We nurture and value our relationships, bringing out the best in each other.
		We are professional	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
		We are open and trusting	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

Provide administrative support to the processing of development, construction and other approvals applications and booking and recording of compliance inspections, specialising in support to Development and Building Assessment Officers.

Main duties and key result areas (KRA)

1. Register, coordinate and stamp the processing of Development, Construction, tree and other approval applications.
KRA: Approval applications are registered/processed in accordance with Council requirements and within required timeframes.
2. Prepare standard correspondence in relation to applications and enquiries including word processing and updating of internet data as required.
KRA: Correspondence (in relation to applications and enquiries) and updates to website are accurate and prepared in accordance with Council requirements and within required timeframes.
3. Arrange development register distribution list and reconciliations to general ledger and monthly returns to Planning NSW and Long Service Levy.
KRA: Building list, reconciliations and returns are accurate and completed within agreed timeframes.
4. Prepare, by data collection and entry, s10.7's and s735A certificates for issues, including Local Government Act and cognate (related) legislation.
KRA: s10.7's and s735A certificates prepared in accordance with Council and legislative requirements and within required timeframes.
5. Provide information to internal and external customers in regard to development applications and construction certificates and relevant requirements in relation to statutory and Council policies.
KRA: Information provided in regard to development applications and construction certificates and relevant requirements is in accordance with Council requirements and within required timeframes.
6. Provide administrative support as required including Council reports, advertising and other functions to relieve other support personnel.
KRA: Administrative support is accurate, meets Council requirements and is provided within required timeframes.
7. Respond to enquiries from the public and through the call center, undertaking research as necessary.
KRA: Response and research is accurate and is in accordance with Council requirements and within required timeframes.

8. Coordinate/arrange for the attendance of professional specialist officers (DAP/BAO) for inspections as required.
KRA: Arrangements for attendance for inspections by professional specialist officers (DAP/BAO) are confirmed and all relevant information is supplied to customer and specialist officers in a timely manner.
9. Registration of engineering plans and specifications into relevant databases and maintenance of plan records.
KRA: Database and plan records are current and accurate.
10. Follow EEO and diversity principles and practices.
KRA: Work practices are compliant with EEO and diversity policies and procedures.
11. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.
KRA: Council's WHS Policy and procedures complied with.

Qualifications/Experience (Selection Criteria)

Essential

1. Demonstrated high level organisational skills and ability to work effectively in a busy workplace with demonstrated ability to meet deadlines.
2. High level of interpersonal skills and extensive experience in customer service, both face to face and by telephone.
3. Ability to work harmoniously as part of a team.
4. Sound computer literacy with specific expertise in a range of MS Office applications and a high degree of accuracy and efficiency in data entry.
5. Good written communication skills with demonstrated ability to generate standard and unique correspondence.
6. Willingness and ability to follow EEO and diversity principles and practices.
7. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

Desirable

1. Knowledge of Local Government functions, policies and procedures.
2. Related experience in the Building and Development Industry.

The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.

EMPLOYEE: Vacant
SUPERVISOR: Mark Brain - Development Pre-Assessment Coordinator
DATE: May 2021

CONDITIONS OF EMPLOYMENT

Position Title:	Development Support Officers – 3 positions
Reference Number:	ESC425
Grading:	Grade 9 of Council's salary system
Salary Range:	In the range of \$1,246.53 to \$1,325.21 gross per week comprised of: * \$1,138.38 to \$1,210.24 base salary, plus * \$108.15 to \$114.97 superannuation (calculated at 9.5%)
Award:	Local Government (State) Award 2020
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Pre-placement Medical:	An offer of employment for these positions may be subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.
Duration:	These are fixed term roles to 24 December 2021. (There is no implication or guarantee of ongoing work beyond that date.)
Hours of Work:	Full-time, 35 hours per week. Office hours are: 8.30am to 4.30pm Monday – Friday ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.

CONDITIONS OF EMPLOYMENT (CONT'D)

Location:	Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets).
Leave Entitlements:	Pro rata of full time entitlements will apply. Full time entitlements are 4 weeks annual leave per full year of service and 3 weeks sick leave.

ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART



EUROBODALLA SHIRE COUNCIL DIVISION CHART

