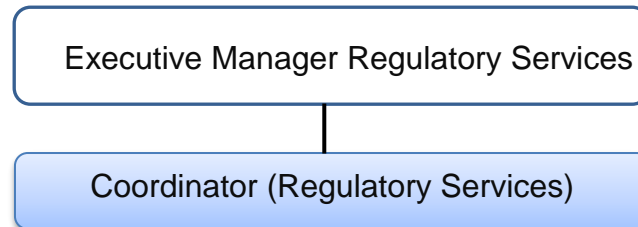




HR PD – REG 5 - COODINATOR REGULATORY SERVICES

• Position identification			
Position number	REG 5		
Classification	Level 7 - 8	Plus over award	
Position title	Coordinator (Regulatory Services)		
Directorate	Regulatory Services		
Business unit	Planning and Building		
Service area	Planning and Building		
Location	Town Hall		
Agreement	Local Government Award		
Status	Permanent F/T		
FTE	1.0	Hours p/week	38
Position created	1999	Last review	February 2019

• Reporting relationship



• Corporate key performance areas outlined in:

- Strategic Community Plan.
- Corporate Business plan.
- Workforce Plan.
- Performance Appraisal Action Plan.

• Primary objective(s) of the position

- Provides administrative and executive assistant support to Executive Manager Regulatory Services.
- Coordinates the daily work flows of Regulatory Services.
- Provide a professional administrative support and reporting role for the Planning and Building Sections.
- The position provides support for enquiries and the provision of advice to customers in relation to planning and building.
- The position may be involved in the processing of lower level development applications.
- Receive and direct telephone and in person enquiries within the business unit.

• Competencies	
<ul style="list-style-type: none"> • Customer Service • Job Knowledge • Work habits • Self-management • Communication 	<ul style="list-style-type: none"> • Initiative • Interpersonal skills • Quality of work • Professionalism • Teamwork
• Duties	
<ul style="list-style-type: none"> • Preparation and distribution of reports, agendas and minutes for the Town Planning and Building Committee. • Attends and takes minutes of meeting of the Town Planning Committee. • Prepares general correspondence and correspondence arising from meetings. • Undertakes administrative duties in relation to building and planning applications, permits as required. • Provides procedural advice on planning, building and compliance matters, ensures development applications proceed efficiently through the system, and meets required deadlines. • Undertake and assist in the completion of projects as directed. • Prepare tenders and requests for quotes as required. • Coordinate and manage the work flows of the Regulatory Support Officer. • Adhere to the Town's policies, procedures, Code of Conduct and Occupational Safety and Health Responsibilities. • Perform other duties as directed when appropriate to the scope and level of this position. 	
• Selection criteria (skills, knowledge and experience)	
• Essential	
<ul style="list-style-type: none"> • Demonstrate high level organisational, time management, priority setting and analytical skills. • High level communication and interpersonal skills including ability to liaise effectively and courteous with internal and external customers. • A high level of computer literacy, in particular Microsoft Word, Excel, e-mail and internet search techniques. • Sound and strong ability to draft correspondence and develop reports. • Demonstrate skills in managing information in a professional, discreet and confidential manner. • Well-developed problem solving skills and experience. • Experience in overseeing a budget. • Use sound judgement and organisational conventions to solve problems in a proactive manner. • Working knowledge of agenda, minute and correspondence procedures. • Working knowledge of planning and building functions. • Minimum of five years' experience in a related working environment. • C Class Driving Licence. 	

• **Desirable**

- Experience of working in a Local Government.
- Understanding of the Local Government Act 1995.
- Project management experience.
- Previous exposure to financial management.
- Working knowledge of local government functions.

• **Other specific details of the position**

Extent of authority	This position operates under broad direction but within limits of Town policy and relevant legislative constraints.
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Position has purchasing authority in line with procedure	No <input checked="" type="checkbox"/>
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• **Certification**

1. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Manager's signature _____ Date _____

2. As position holder I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Position holder's signature _____ Date _____