



RECRUITMENT INFORMATION PACKAGE

DEVELOPMENT SERVICES ADMINISTRATION

FULL TIME/PART TIME

Applications will be accepted until **4pm Friday 29 February 2024**

JOB TITLE - STATUS

Enclosed is the following information to assist you in applying for the abovementioned position with the Shire of Bridgetown-Greenbushes.

- Copy of the advert calling for applications
- Position Description
(Note this document contains the selection criteria for the position)
- Information for Prospective Applications - includes information on how to submit an application.

If you have any queries regarding the position please contact Elke Browne, Manager People & Culture on (08) 9761 0800 or via email to ebrowne@bridgetown.wa.gov.au.



Nicole Gibbs
CHIEF EXECUTIVE OFFICER

VACANCY

DEVELOPMENT SERVICES ADMINISTRATION OFFICER

FULL TIME/PART TIME

We are looking for an enthusiastic Development Services Administration Officer to come on board at the Planning and Development area of the Shire of Bridgetown-Greenbushes.

The role provides administrative and clerical support to the Executive Manager Planning and Development (EMPD) for the delivery of Development Services, provides information and advice to customers and stakeholders relating to health and planning matters, and provides efficient, courteous and professional customer service to the public and stakeholders.

You will have;

- Developed self-organization and time management skills;
- Customer service focus and commitment to quality assurance; and
- Experience with relevant software packages including Microsoft Office Suite, and Geographical Information Systems (GIS).

The position is offered at Level 4/5 of the Local Government Officers' (WA) Award 2021 and the Shire of Bridgetown-Greenbushes (Administration) Employee Collective Agreement 2023, with an hourly rate of up to \$34.415.

HOW TO APPLY

The Recruitment Information Package for this position can be downloaded from the Shire's website <https://www.bridgetown.wa.gov.au/employment> or obtained by emailing careers@bridgetown.wa.gov.au. Your confidential application, addressed to the CEO, will be accepted via email to careers@bridgetown.wa.gov.au, via post, or in person to the Shire Administration building located at 1 Steere St, Bridgetown.

NOTE: The recruitment process for this role will remain open until a suitable candidate is found. Applications for this position will be considered as they are received and the Shire reserves the right to close submissions once a suitable candidate is identified. You are therefore encouraged to submit an early application.

POSITION DESCRIPTION

1. **POSITION TITLE** Development Services Administrative Officer

2. **DEPARTMENT** Development Services

3. **AWARD COVERAGE AND CONDITIONS**
 - Level 3/4 of the Local Government Officers' (WA) Award 2021 and Shire of Bridgetown-Greenbushes (Administration Staff) Collective Agreement 2023.
 - Full time / Part Time

4. **POSITION OBJECTIVES**
 - Provide administrative and clerical support to the Executive Manager Planning and Development (EMPD) for the delivery of Development Services
 - Provide information and advice to customers and stakeholders relating to health and planning matters
 - Provide efficient, courteous and professional customer service to the public and stakeholders

5. **REQUIREMENTS OF THE POSITION**
 - 5.1 **Skills**
 - Developed self-organization and time management skills
 - Customer service focus and commitment to quality assurance
 - 5.2 **Knowledge**
 - Experience with relevant software packages including Microsoft Office Suite, and Geographical Information Systems (GIS)
 - Desirable background preparing meeting agendas and taking minutes
 - 5.3 **Experience**
 - Experience working as part of a multi-disciplinary team with a desirable background in the local government or development services industry
 - At least one (1) year of experience in an office administration role or related position
 - 5.4 **Qualifications**

- Experience in business services or office administration
- Knowledge of administrative procedures and excellent computer skills
- Any relevant qualifications and/or professional development certificate

6. KEY DUTIES/RESPONSIBILITIES

- Undertaking routine administrative tasks for the Development Services delivery area
- Data input and maintenance of registers and programs
- Typing and proof checking of relevant correspondence
- Assist with telephone and front counter general enquiries on planning and environmental health related matters
- Direct technical queries to technical staff (Health and Planning)
- Assist in document control for the Development Services delivery area
- Registering, tracking, and preparing the relevant applications, approvals and documents related to environmental health and planning.
- Liaise with residents, landowners and officers of the Shire and State Government departments
- Assists in urban and rural street numbering
- Assist in maintenance and updating of the health, town planning records and information systems
- Ensure the raising of health and planning related licence fees, approval fees and administration charges from applicants
- Prepare meeting agendas and take minutes as directed
- Preparing draft notice/letters for review by relevant officers of the section
- Assist in the preparation of information sheets for customers and Shire website
- Maintain current registers and databases to facilitate the effective and timely management of responsibilities, the effective storage and easy retrieval of information and the tracking of results
- Any other appropriate duties as directed by the EMPD
- Provide assistance with Department of Mining database (Tengraph)
- Participate in Development Services Meetings as required
- Assist in improving business systems.

7. Work Health & Safety

- Ensure compliance with WHS legislation and Council policies, promoting a culture of work health and safety within the team and escalating significant issues to ELT where necessary
- Report all accidents, incidents and hazards

- Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant
- Eliminate and control hazards in the workplace using the hierarchy of controls
- Complete required training to ensure all tasks are carried out in a manner to protect the safety of yourself, your colleagues and the general public

8. ORGANISATIONAL RELATIONSHIPS

Reporting to Executive Manager Planning and Development

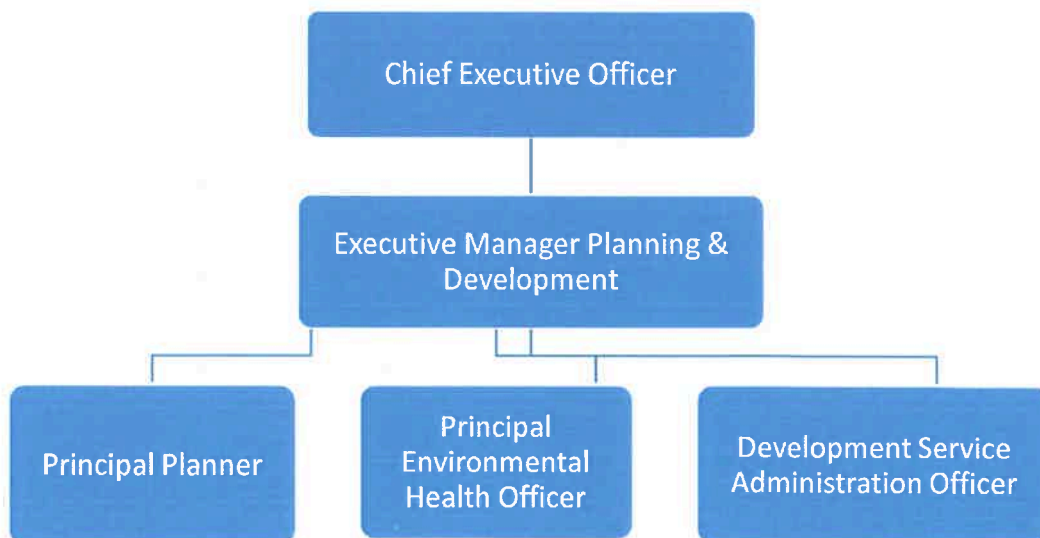
Supervision of None

Internal Liaison

- Principal Planner
- Principal Environmental Health Officer
- Assistant Building Surveyor
- Supervisor Waste and Technical Services
- All staff

External Liaison

- Government departments and statutory authorities
- Planning consultants, surveyors, real estate agents, developers, small businesses
- Landowners, ratepayers, community groups and general public



9 EXTENT OF AUTHORITY

To act within the confines of established standards, procedures, guidelines, and pre-determined budgetary limits and expenditure, and in accordance with statutory provisions of the Local Government Act 1995 and other relevant legislation, under the regular supervision of the Executive Manager Planning and Development.

10 SELECTION CRITERIA

Criterion	Essential	Desirable
Experience in business services of office administration	✓	
Good written and verbal communication skills	✓	
Good customer service and interpersonal skills	✓	
Excellent computer/keyboard skills	✓	
Experience in the preparation of Agendas and minute taking	✓	
Experience in working with computer systems such as basic GIS packages, and record keeping software		✓
Plan and map reading skills		✓
Knowledge of local government structure and functions		✓

I, THE UNDERSIGNED, AS THE INCUMBENT OF THIS POSITION, CONFIRM I HAVE READ THE POSITION DESCRIPTION UNDERSTAND ITS CONTENT AND AGREE TO BE EMPLOYED IN ACCORDANCE WITH THE REQUIREMENTS AS DETAILED IN THIS POSITION DESCRIPTION.

I ACKNOWLEDGE THE POSITION DESCRIPTION PROVIDES A GENERAL OVERVIEW OF THE KEY RESPONSIBILITIES OF THIS POSITION AND THAT I MAY BE REQUIRED TO PERFORM OTHER DUTIES WITHIN THE SCOPE OF MY ABILITY THAT ARE NECESSARY TO FULFIL THE OBJECTIVES OF THE ROLE

Employee

Signature: _____

Date: _____

Supervisor

Signature: _____

Date: _____

INFORMATION FOR PROSPECTIVE APPLICANTS

Thank you for your interest in the position advertised by the Shire of Bridgetown-Greenbushes. To assist you in submitting your application, please take the time to read the following information.

Equal Employment Opportunity

The Shire of Bridgetown-Greenbushes is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the Position Description.

Completing your Application

Your application should include the following:

1. A **covering letter** stating why you are applying for the position and giving details of how you may be contacted during the hours of 9.00am to 5.00pm.
2. A **separate statement** addressing the "*selection criteria*". You should address each selection criteria under a separate heading. Consideration for the interview is based upon clear demonstration of your ability to meet each of the selection criteria. You should indicate how you meet the criterion and provide examples of events and projects that demonstrate your experience, knowledge and skills. It is recommended that your statements in response to each of the selection criteria be no more than half a page.
3. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.
4. The **names and contact details of at least two (2) referees** should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance. ***DO NOT SUBMIT ORIGINAL COPIES OF REFERENCES.***
5. **Photocopies of your qualification(s) or academic records** of current studies should be attached to your application. ***DO NOT SUBMIT ORIGINAL CERTIFICATES OF YOUR QUALIFICATIONS OR ACADEMIC RECORDS.***

Please note all applications received will become the property of the Shire of Bridgetown-Greenbushes and cannot be returned to unsuccessful applicants.

Lodging your Application

Applications will be accepted via email to careers@bridgetown.wa.gov.au; or

Mailed or hard copy applications must be marked **"Confidential – Human Resources"** on the envelope and addressed as follows:

Chief Executive Officer
Shire of Bridgetown-Greenbushes
PO Box 271
BRIDGETOWN WA 6255

Acknowledgment of Applications

All applicants will be notified of the status of their application after the shortlisting stage of the recruitment process.

The Interview Process

If you are selected for an interview you will be contacted by telephone during office hours. The Interview Panel will generally consist of at least two (2) Shire Officers however for professional appointments; the Interview Panel may include a non-Shire person.

During the interview the Interview Panel will take notes in order to assess your responses. This will assist in ensuring each candidate is assessed in an equitable and fair manner. If you do not understand a question, you should seek clarification before providing a response.

Preferred Applicant

(This section will not apply if the preferred applicant is a current member of the Shire staff)

Prior to any offer of employment being finalised, the preferred applicant will be required to:

- Obtain a satisfactory pre-employment medical report from a Medical Practitioner.
- Produce a current National Police clearance (at the Shire's expense if the applicant does not hold a current clearance). A criminal conviction does not automatically exclude you from consideration for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for, with the Interview Panel.
- Provide documentary proof of age in the form of a birth certificate, driver's licence or current passport. This requirement is necessary to comply with a requirement of law, award or industrial agreement in relation to payment of wages or remuneration to employees less than 21 years of age.
- Documented evidence of legal entitlement to work unrestricted in Australia.
- Produce original or certified copies of all relevant qualifications and licenses.

Other Requirements

Upon appointment, the successful applicant will be required to sign and have witnessed the following documents:

- Shire of Bridgetown-Greenbushes Code of Conduct
- Shire of Bridgetown-Greenbushes Confidential Agreement
- Acceptance of the Letter of Offer
- Position Description for the role
- Statutory Declaration in relation to current driver's licence (if relevant)

Queries

If you have queries with regards to completing your application, please contact Elke Browne, Manager People & Culture on (08) 9761 0800 or via email to ebrowne@bridgetown.wa.gov.au.

For information on the Shire of Bridgetown-Greenbushes, visit our website
www.bridgetown.wa.gov.au