



POSITION DESCRIPTION	
Position Name	Planning and Building Administration Trainee
Position Number	
TRIM Reference	
Reports to	Planning Officer, Planning and Environmental Team Leader and Building Services Manager
Classification	<i>Local Government (State) Award 2020</i> Dependant on skills and relevant previous work experience
Term of Employment:	Temporary Full-Time
Approximate number of direct reports:	Nil
Location:	Warialda & Bingara, NSW
Operational Expenditure:	Nil
Capital Expenditure:	Nil
Delegations	In accordance with Council's Delegations Register

Overview of the Gwydir Shire Council

Located on the Fossickers Way between the New England and North West regions of NSW, the Gwydir Shire encompasses a diverse landscape that is both picturesque and productive. With affordable housing, a strong sense of community and diverse leisure and recreation activities, the Shire offers an idyllic and fulfilling lifestyle. Bingara and Warialda are the main towns in the Shire.

The Gwydir Shire Council prides itself on being an award-winning organisation that supports its community through the provision of high-quality services. Council offers employees a rewarding career that allows staff to make a positive impact in the communities in which they live; and provides exciting opportunities to explore and nurture career avenues within the organisation. Council strongly supports a flexible-family friendly work environment.

Council's vision is to be a recognised leader in Local Government through continuous learning and sustainability. Council embraces this mantra by ensuring all staff have access to training and education, in order to reach their full potential.

Our Vision

To be the recognised leader in Local Government through continuous learning and sustainability.

Our Mission

To ensure that the Council's long-term role is viable and sustainable by meeting the needs of our residents in a responsible caring way, attract sustainable development while maintaining the traditional rural values, character and culture of our people.

Our Values

1. For Our Community and Visitors

We will provide a safe, clean and healthy environment in which all people have the opportunity to participate, and share in the Council's services and facilities.

2. For Our Community Committees

We will seek their opinion in relation to the services in which they assist us, offer relevant and timely support, and recognise their valuable contribution.

3. For Our Staff

We will create an atmosphere of team support, which encourages frank and honest communication, and the use of common sense and innovation in a safe and friendly working environment with the aim of efficiency.

4. For Our Councillors

We will treat all Councillors equally and ensure that they are provided with accurate and timely advice and expect that they will treat each other and the staff with due respect.

Core Responsibilities of Employees

Council has core responsibilities, and it is a requirement that all employees will adhere to Council's current guiding behaviour standards and expectations. In particular, but not exclusive too, the following:

Work Health and Safety

- Ensure that all employees fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation and Council's relevant safe work instructions, policies and procedures.
- Ensure that Workplace Health and Safety is always at front of mind and a number one priority, working with care and consideration to safeguard the health and safety of all staff and members of the general public.
- Follow safe practices/procedures to perform duties in a manner so as not to put yourself or others at risk of harm.
- Immediately report any hazards, incidents and accidents to the relevant supervisor and take appropriate action.
- Participate in delivering a positive safety culture, including having a proactive involvement in reviewing safe systems of work compliance and the implementation of continuous improvements in health and safety.

Community and Customer Focused

- Convey a professional image of Council at all times.
- Provide customer centred services in line with organisational objectives and agreed service standards which is focused on continuous improvement
- Deliver quality customer service and service delivery which exceeds community expectations.

Code of Conduct, Anti-Discrimination and Equal Employment Opportunity

- Comply with all legislative requirements of the role.
- Store and maintain corporate records in Council's electronic document management system in accordance with relevant protocols, procedures and the State Records Act.
- Convey a professional and positive image of Council and the local government sector at all times, including dressing appropriately for the role and wearing designated uniform (Personal Protective Equipment) if required.
- Support and promote a professional working environment free from discrimination, harassment and victimisation. It is the responsibility of all employees to ensure that proper standards of conduct are upheld in the workplace.

- Eliminate and ensure the absence of discrimination in employment on the grounds of race, sex, marital or domestic status and disability in councils, and promote equal employment opportunity for women, aboriginal and Torres Strait Islander people, people from a non-english speaking background, and persons with disabilities.

Work Performance

- Productively and cooperatively contribute to the outcomes of work teams.
- Attend and positively contribute to team meetings.
- Take responsibility for and manage own work and contribute to a productive team and work environment.
- Work cooperatively and proactively to achieve the objectives of Council's Plans and the priorities identified in the Community Strategic Plan.
- Regularly review and appraise own performance against required levels.
- Proactively engage in a performance planning and review process on a regular basis in line with Council policy.

Innovation

- To identify new and improved ways to do business.
- Fostering continuous improvement in all areas of operations and service delivery.
- Actively share information and knowledge on issues, training and practices with relevant staff.
- Identify and subsequently remove, mitigate against or minimise exposures to risk when introducing new and improved work practices.

Department and Branch Description

Forming part of the Infrastructure and Planning Department, the Planning and Building Branches are responsible for the strategic land use planning, development & construction application assessments, building maintenance, building capital works, waste collection contract management, environmental management (e.g. priority weed control and animal management), public health, and regulatory services

Primary Purpose of the Position

This is a training position and is responsible for providing a high level of administrative assistance to the Planning and Building Team.

To assist and maintain efficient and effective administrative systems and processes.

Projecting a professional, co-operative, confidential and courteous image when liaising with the General Manager, Mayor, Councillors, Management, staff and the general public.

Key Position Accountabilities

- Assist in liaising for the Planning and Building team, including seeking information relating to research tasks/or briefing materials, distribution of work, relaying of instructions and arranging meetings and appointments
- Assess and priorities all telephone calls and enquires directed to Planning and Building team and initiate appropriate actions/or reply
- Assist in ensuring that all administrative systems operate in a timely and efficient manner, including correspondence management, complaints handling, record keeping and overall customer service response.
- Operation and maintenance of computer-based applications including NSW Planning Portal, Building Certification Systems and Civica
- Assist in the production of reports and correspondence as required
- Generate purchase orders and payment of invoices as required
- Other duties as assigned by departments
- Ensure compliance with all privacy legislation and treat all information of a personal and sensitive nature concerning the business of Council, ratepayers or residents in a professional manner
- Assist team members and request assistance when required
- Responsible for the quality and accuracy of work performed

Qualifications

This is a trainee position and the successful applicant will be required to complete Certificate 3 or 4 in Business, through external study.

Employment is conditional on the successful progression through this qualification and on the job performance.

Further training opportunities in the associated fields will be encouraged upon successful completion of the Certificate 3 or 4 in Business Services.

Other requirements of the Position

- Drivers Licence - possession of a current valid Class C Driver's Licence.
- Computer skills including the ability to write and format documents (Microsoft applications), produce power point presentations, and use spreadsheets.
- Manage projects in accordance with corporate standards.
- Behaviour in accordance with Council's policies and the Code of Conduct.
- Report environment issues that may become evident when carrying out the position duties.
- Agree to undertake a medical assessment by Council's nominated medical practitioner if required and to be medically fit to undertake the full requirements of the position.

Selection Criteria

Applicants for the position are required to address all of the Selection Criteria.

Essential

1. Current valid 'C' Class driver's licence
2. Willingness to undertake the required study for the position
3. High level organisational, planning, time management, priority setting and analytical skills
4. High-level interpersonal skills including the ability to liaise effectively and courteously with internal and external customers; including effective conflict management and complaints management skills
5. High-Level verbal and written communication skills
6. Demonstrated skills in managing information in a professional, discreet and confidential manner
7. Computer literate with advanced knowledge of Microsoft Office, Internet and E-mail Applications
8. Ability to work unsupervised, both independently and as part of a team.
9. Commitment to teamwork and to providing excellent customer service
10. Flexibility in coping with changing work requirements and practices
11. Ability to work under pressure and respond quickly to issues which are, at times, of a sensitive nature

Desirable

- A. Experience in Local government would be highly regarded
- B. Experience in the use of an electronic records management system

Signature Block

Prepared by	Human Resource Officer
Approved by General Manager (or delegate) – Name:	
Approved by General Manager (or delegate) - Signature:	
Date Approved/Reviewed:	
Version Number and Date:	VERSION 1
Employee Declaration I agree with and understand the requirements of my employment with Council, as contained in this Position Description. I declare that I: <ul style="list-style-type: none">• have had the opportunity to ask questions regarding my terms and conditions of employment and received satisfactory responses.• understand that the Position Description describes in general the nature of my employment and that other duties may be required of me from time to time consistent with my position classification level, experience, and qualifications.	
Employee Name (Please Print):	
Employee Signature:	
Date:	