

Directorate:	City Economy & Growth	Department:	Planning & Transport Strategy
Position Grade:	8	Reports to:	Manager Planning & Transport Strategy
Last review:	January 2020	Next review:	January 2022

Position purpose:

To provide and maintain high quality administrative assistance and support to the Strategic Planning Department to meet the needs of internal and external customers.

Key accountabilities/responsibilities:

Responsible for:

- 1) The provision of effective administration systems and procedures to support the efficient work of the Strategic Planning team, including issuing of relevant letters and general incoming correspondence.
- 2) The provision of timely, accurate and grammatically correct word processing documents in accordance with the appropriate administration standards.
- 3) The provision of high quality customer service to meet the needs of customers (internal and external) to project and promote the image of Council as both efficient and courteous.
- 4) The provision of back-up relief to other administrative roles as required by the Manager Strategic Planner and Senior Administration Officer.
- 5) Other relevant and or similar duties as required by the Manager Strategic Planning.
- 6) Follow Council's policies and procedures when carrying out work to ensure risks are managed. Report all incidents, risks and issues to Management on a timely manner.

Decisions made in the position:

- 1) Position is granted delegation of authority by CEO.

Decisions referred:

- 1) All other decisions

Key issues/challenges:

- 1) To operate effectively and efficiently within a limited and demanding time frame.
- 2) Have knowledge of administrative duties and computer functions throughout the department to enable them to achieve a level of multi-skilling and provide support to other areas.
- 3) Have knowledge of the local development community and significant projects and proposals underway at any time.

Key working relationships:

- Manager Strategic Planning
- Other Directorate Administration Officers
- Team Leaders, Senior Strategic Planner and Strategic Planner

POSITION SPECIFICATION

Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.

ESSENTIAL CRITERIA

Qualifications/Licences

- Appropriate administration qualification and/or relevant work experience that is deemed equivalent.

Experience

- Demonstrated relevant experience in performing office administrative duties including preparation of correspondence
- Demonstrated high level of communication skills
- Demonstrated experience in word processing and the use of Microsoft Office software programs
- Proven ability to manage own varied workload balancing competing tasks
- Typing speed of 50 wpm

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Strong written and verbal communications skills
- Ability to work as an effective member of a team and independently
- An understanding of records management procedures

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Experience working in local government
- A willingness to undertake continuing professional development as appropriate
- Problem solving abilities
- Ability to liaise effectively at both formal and informal levels
- Current Class C NSW Drivers Licence

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous