

# Kingborough Council

## Information Package for Applicants



**Position:**

**Planning Technical Officer, Position Number 000649**

**Employment Status:**

**Ongoing, Full Time**

**Department:**

**Development Services Department**

**Applications Close:**

**Friday, 28 June 2019**



**KINGBOROUGH COUNCIL**  
[www.kingborough.tas.gov.au](http://www.kingborough.tas.gov.au)

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## Our Municipality

Kingborough is situated 10 km south of Hobart, the capital city of the state of Tasmania, Australia. Kingborough has one of the longest stretches of coastline in the State (336 kilometres) and covers a total area of 717 square kilometres. The population is approximately 37,000 and the main towns are Taroona, Kingston, Blackmans Bay, Margate, Snug, Kettering, Woodbridge and Middleton. The Municipality also includes Bruny Island which lies just off the coast and can be reached by vehicular ferry from Kettering.

Kingston is the major commercial, retail and administrative centre for the Municipality. Local industries include fish processing, aquaculture, tourism, viticulture, boat building, civil engineering as well as the Australian headquarters for Antarctic Research, the Antarctic Division.

Kingborough is essentially residential in nature and has one of the highest growth rates in the State. The rate of population growth in the last five years was 5.8%, or 1.2% per annum. The localities with the greatest population growth rates are Kingston, Blackmans Bay, Margate and Snug. By 2022, Kingborough's population is likely to be about 41,000.

Kingborough Council operates from the Civic Centre at 15 Channel Highway, Kingston. It also has a Service Centre at Alonnah on Bruny Island and a Works Depot at Kingston. The municipality comprises over 16,000 rateable properties and the Council has an estimated consolidated income of approximately \$35M.

Council employs around 220 staff in managing and delivering a wide range of services including planning and development, infrastructure services and community services. Facilities managed by the Council include a multi-complex sports centre as well as an extensive network of sporting grounds, local halls and community centres.

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## **Position Advertisement**

### **Planning Technical Officer**

The Kingborough Council is offering an opportunity for an enthusiastic, self-motivated and suitably experienced individual to join the Development Services team.

The main responsibilities of the position include assisting with public enquiries (on the telephone and counter), processing statutory planning and subdivision documents, assisting in the public notice process and providing administrative support to the team.

The successful applicant will have strong administrative and customer service experience as well as proficiency in MS Office applications. Experience in a Local Government planning environment would be advantageous but a comprehensive training program will be provided.

The position is full time and offers a salary in the range of \$56,287 - \$60,820 per annum depending on skills and experience.

**How to apply:** For further information on this position, please contact Tasha Tyler-Moore, Manager Development Services on 6211 8200. A copy of the position description for this vacancy and information detailing requirements for applications are available on Council's website [www.kingborough.tas.gov.au](http://www.kingborough.tas.gov.au). All applications must include a document addressing the selection criteria and a current resume.

**Applications close at 4.00pm on Friday 28 June 2019 and should be forwarded to the Executive Manager Organisational Development, Kingborough Council by email on [recruitment@kingborough.tas.gov.au](mailto:recruitment@kingborough.tas.gov.au).**

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## **Key Selection Criteria for the Position of Planning Technical Officer**

**Please address these selection criteria in your application**

### **Essential**

1. Previous experience in an administrative or customer service role and the ability to deliver excellent customer service to a range of diverse customers.
2. An understanding of the principles and procedures involved in statutory planning or the ability to acquire this knowledge.
3. Sound communication and problem solving skills.
4. Demonstrated ability to prepare well-structured correspondence and reports.
5. Proficient in the Microsoft office suite and industry related software including GIS systems.


### **Licences**

6. Current unrestricted motor vehicle driver's licence.
7. White Card, Working Safely in the Construction Industry, or the capacity to obtain this accreditation.

### **Desirable**

8. A relevant qualification, e.g. Certificate IV in Business or currently undertaking a planning qualification or similar discipline.

## Position Description

 <b>Kingborough</b>	<b>Planning Technical Officer</b>	<b>PD No. 000649</b>		
		VERSION  02	LAST REVIEWED  Feb 2018	NEXT REVIEW  Feb 2020
<b>Classification</b>	Technical/Inspectorial Level Officer 2.			
<b>Special Conditions</b>	A satisfactory National Police check will be required for this role.  Full-time, Ongoing.			
<b>Position Objectives</b>	<ul style="list-style-type: none"> <li>To provide timely and accurate customer service to the public in response to telephone and counter enquiries.</li> <li>To provide effective administrative support to the Planning Department.</li> </ul>			
<b>Key Responsibilities</b>	<p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>Ensure prompt and courteous attention is given to all planning enquiries from customers.</li> <li>Provide basic technical information and advice regarding statutory planning and subdivision process.</li> <li>Assist the Customer Service Unit and other Council staff with advice on statutory planning matters.</li> <li>Promote helpful, constructive and co-operative attitudes when dealing with the community, Councillors and other staff.</li> <li>Work closely and cooperatively with other staff members within the Development Services Department, seeking assistance as appropriate.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>Provide administrative support to the Planning Department on day to day matters, including the coordination of systems and administrative functions.</li> </ul>			

	<p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• Process minor planning applications and undertake other planning assessments in a timely and professional manner.</li> <li>• Keep abreast of Council and State Government policies and objectives in planning.</li> <li>• Other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.</li> </ul>
<b>Organisational Relationships</b>	<p><u>Reports to:</u> Coordinator Statutory Planning</p> <p><u>Internal Liaisons:</u> All staff</p> <p><u>External Liaisons:</u> Community members, government agencies, members of the public, consultants, developers, builders, clients/applicants.</p>
<b>Code of Conduct</b>	<p>Council is committed to maintaining the highest standard in our dealings with the community and promoting equity and respecting diversity within the workplace. Council's Code of Conduct for employees, details the principles of good conduct and standards of behaviour that Council has determined the community can reasonably expect employees to demonstrate in the performance of their duties and functions.</p>
<b>Workplace Health and Safety</b>	<p>Council recognises the need for all staff to play a role in workplace occupational health and safety. The employee shall comply, so far as is practicable, with all relevant Workplace Health and Safety policies, procedures, legislation and good practice including:</p> <ul style="list-style-type: none"> <li>• adhering to all safe working procedures.</li> <li>• adhering to Council's WH&amp;S and risk management policies.</li> <li>• taking reasonable care of themselves and others who may be affected by their actions.</li> <li>• ensuring due care is taken for any Council property for which the officer is responsible.</li> <li>• taking due care to prevent property losses or damage.</li> </ul>

<b>Security of Council Information</b>	Security of Council information viewed or accessed during the course of employment is not to be divulged to any person unless authorised to do so.
<b>Customer Service</b>	Council is committed to the provision of timely, efficient, consistent and quality customer service. Council's Customer Service Charter outlines the rights of our customers, the standard customers can expect when dealing with Council and what a customer can do if dissatisfied with Council decisions for actions.
<b>Qualifications and Experience</b>	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• Previous experience in an administrative or customer service role and the ability to deliver excellent customer service to a range of diverse customers.</li> <li>• An understanding of the principles and procedures involved in statutory planning or the ability to acquire this knowledge.</li> <li>• Sound communication and problem solving skills.</li> <li>• Demonstrated ability to prepare well-structured correspondence and reports.</li> <li>• Proficient in the Microsoft office suite and industry related software including GIS systems.</li> </ul> <p><b>Licences</b></p> <ul style="list-style-type: none"> <li>• Current unrestricted motor vehicle driver's licence.</li> <li>• White Card, Working Safely in the Construction Industry, or the capacity to obtain this licence.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• A relevant qualification e.g. Certificate IV in Business or currently undertaking a planning qualification or similar discipline.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Strong commitment to organisational goals and customer service with a demonstrated capacity to project a positive public image for Council through appropriate behaviour and attire.</li> </ul>

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	<ul style="list-style-type: none"><li>• Demonstrated willingness to participate in self development programs to enhance personal contribution to the organisation.</li><li>• Ability to build and maintain co-operative relationships.</li><li>• Highly motivated with the ability to work in a team environment.</li></ul>
<b>Behavioural Skills</b>	The ability to function as a competent, motivated and professional member of the Development Services Team and demonstrate a commitment to the Council's values and expected behaviours.



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## Final Checklist for Applicants

Before sending in your application, use this checklist to make sure you have not missed out on important details. In particular, check that you have:

- Read the Position Description and the Selection Criteria Statement.
- Included relevant information in relation to each of the Selection Criteria and attached supporting relevant documents.
- Your summary should provide information of your work history, responsibilities, achievements, qualifications, knowledge, skills and experience which is directly related to each of the selection criteria.

You need to forward your application to the address specified below by the closing date detailed in the advertisement. Please ensure that your application includes:

- A brief letter of introduction stating the reasons why you seeking the position with the Council.
- A summary addressing each of the Selection Criteria
- A current copy of your resume
- Please note that a National Police check will be required for this position.

Your application should be addressed “**Confidential Job Application – Planning Technical Officer** and submitted to the following email address: [recruitment@kingborough.tas.gov.au](mailto:recruitment@kingborough.tas.gov.au).

**Good luck with your application**