



## Position Description

**DEVELOPMENT SERVICES OFFICER**



# OUR VALUES



## ACHIEVE TOGETHER

We collaborate internally and externally to achieve better outcomes together.

## TAKE OWNERSHIP

We own our actions, decisions, and their impact on others. We learn from mistakes and contribute to solutions, building trust through honesty and integrity.



## SHAPE THE FUTURE

We hold ourselves to a high standard and are empowered to achieve quality outcomes for our community – today, and for future generations.

## INSPIRE AND UPLIFT

We bring our best self to our work, and strive to make a positive impact on our colleagues and community.





## Position Description: Development Services Officer

Position Number: Y038

Purpose: This role is to provide support services to the Development Services Team.

### Role Responsibilities

#### Compliance and Statutory Functions

- Process Health, Building and Planning applications in accordance with statutory requirements, prior to referral to the authorised officer.
- Maintain statutory registers for planning, building, health, infringements, and controlled waste, ensuring compliance with legislation and internal policies.
- Maintain compliance registers and undertake inspections in consultation with authorised officers.
- Administer controlled waste tracking data and prepare statutory invoicing and reporting.
- Process Notices of Completion and ensure compliance with approval conditions.

#### Reporting and Governance

- Prepare and format Council reports, agendas, and supporting documentation to support decision-making as required.
- Complete end-of-month and quarterly compliance reporting, including reconciliation of registers and statutory data.
- Assist with the review of Development Services policies, procedures, and guidelines as required.

#### Customer Service and Administration

- Be the first point of contact for Development Services enquiries over the front desk, email and by phone in a helpful, friendly and courteous manner.
- Coordinate the processing of kerb bonds, including photographic inspections, refunds, and correspondence.
- Manage requests for copies of building plans and respond to property account enquiries.
- Raise purchase orders, verify invoices, and maintain compliance with procurement requirements.
- Coordinate with external agencies (e.g. State departments, regional organisations) and contractors to ensure smooth delivery of services.

#### Other Duties

- Undertake other duties within competence and scope as required by Line Manager.
- Ensure records are created, managed, and maintained in accordance with records management requirements relevant to the role.
- Be an active and engaged partner within the Development Services team and who adds value by completing high quality work, is a positive team member and strives to support the values we seek to foster in our organisation.

### Performance of Duties

- While on duty, staff will give their whole time and attention to the Shire of York's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire.
- Staff must also perform their duties impartially and in the best interests of the Shire of York uninfluenced by fear or favour.
- The Shire of York recognises its legal obligations under the *Equal Opportunity Act, 1984* and amendment 1992 and will actively promote equal opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.

- Staff must comply with all Shire policies and procedures including but not limited to *Policy 08 Employee Code of Conduct*.
- Staff must comply with *State Records Act 2000* Record Keeping requirements and legislation. All employees of the Shire of York are responsible for ensuring the records relating to the business activities of the Shire are captured into the electronic record system.
- The Council is committed to Work Health and Safety in all areas of Council's operations and required the Officer to comply with the requirements of the *Work Health and Safety Act 2020*.

### Required Skills and Qualifications

#### **Essential**

- High level oral and written communication skills
- High level of interpersonal skills
- Analytical and problem-solving skills
- Strong computing skills (preferred competence in the Microsoft Office suite and Synergy/Altus suite of products)
- Proven time management skills
- Current C Class drivers' licence
- Current Police Clearance

#### **Desirable**

- Knowledge of Development Services (Building, Planning and Health) and relevant legislation
- Knowledge of record keeping software (SynergySoft, Altus) or similar

### Level of Authority and Organisational Relationships

#### **Reports to:**

Executive Manager Infrastructure and Development Services

#### **Direct Reports:**

Nil

#### **Internal Liaisons:**

- Executive Leadership Team
- Shire staff

#### **External Liaisons**

- Ratepayers, community members and visitors
- Contractors
- State and Federal agencies

**Classification:** Level 3 - Inside Staff IA

**Location:** Shire Administration Office

**Position and Conditions Acceptance**

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Direct Manager Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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Last Position Description Review

Date: / /

Next Review Due

Date: / /