

<b>Directorate:</b>	Planning and Compliance	<b>Unit:</b>	Development Engineering
<b>Position Grade:</b>	9	<b>Reports to:</b>	Manager Development Engineering
<b>Last review:</b>	March 2023	<b>Next review:</b>	March 2025

**Position purpose:**

To provide coordination for projects and day to day operational activities and maintain professional technical administrative support to the Development Engineering Team to meet the needs of internal and external stakeholders.

**Key accountabilities/responsibilities:**

- Responsible for:
- The provision of high level technical administrative functions to support the Development Engineering Management Unit, to improve workflows and processes and ensuring an effective working relationship between the Director's Executive Assistant, Managers and staff.
  - Collating and maintaining project/submission documentation and information for reporting and presentation. This includes preparing and maintaining project documentation and professionally presented documents and other administration support as necessary. The job also requires the monitoring of administrative projects and collating information for reporting purposes.
  - Assistance in the update and delivery of policy and procedures, internal audits, business cases and Corporate Reports i.e. Delivery Program and Operational Plan for the Unit and excess hours report.
  - Coordination of comments for development applications and assigning of referrals in TRIM and Pathway
  - Ensuring the needs and expectations of Council's clients (internal and external) are met in a timely, efficient, and courteous manner. This includes drafting responses to Mayoral, Councillor, client requests, CEO updates and media releases, managing Customer Pathway requests, TRIM requests and assigning action items
  - Organise meetings, including the Unit's team meetings, and a variety of activities relevant to the functions of the Unit.
  - The provision and maintenance of administrative procedures as required. Administer purchase orders on behalf of staff as approved by the Manager Transport Management which includes the creation of purchase requisitions and consolidating corporate credit card
  - Carrying out other duties as required by the Manager Transport Management

**Decisions made in the position:**

- In accordance with the instrument of delegation granted by the CEO

**Decisions referred:**

- All other decisions

**Key issues/challenges:**

- Have knowledge and undertake technical administrative functions to support a multi-disciplinary team in an accurate and efficient manner to maintain productivity and deliver outcomes within specific timeframes to achieve the goals and objectives for the Unit.
- Multitask and manage competing priorities in a dynamic technical environment, in a timely manner.
- Ensure appropriate communication throughout Council and liaise with other Units and organisations with the provision of information relevant to the Unit and its functions.
- Have knowledge and undertake technical administrative functions for the Unit in an accurate and efficient manner to maintain productivity and deliver outcomes within specific timeframes to achieve the goals and objectives for the Unit.
- Help create and maintain an enthusiastic and cohesive team approach and manage sensitive information and resolve conflict with integrity and due confidentiality.

**Key working relationships:**

Manager Transport Management	Other Directorate Administration Officers / PAs
Coordinator Business Development	Directorate staff
External stakeholders	Communications team

## POSITION SPECIFICATION

### ESSENTIAL CRITERIA

#### Qualifications/Licences

- Relevant TAFE qualifications (Certificate III level minimum), or demonstrated experience working in a technical office environment

#### Experience

- Moderate to extensive years' experience, working in a technical or professional services office environment
- Proven time management and organisational skills with demonstrated experience in managing competing priorities, levels and volumes of work, along with having a pro-active approach to work duties
- Demonstrated experience to undertake and complete allocated tasks in a timely, accurate and grammatically correct manner. This includes using office software programs ie Word, Power Point, Excel, with word processing and data entry of documents and information in accordance with appropriate technical administrative standards
- Experience in handling complex enquiries and complaints from both internal and external clients, in an efficient and effective manner
- Experience in working independently, within a multi-disciplined team environment and across Council as required
- Demonstrated experience in making decisions with regard to technical administration systems and procedures

#### Knowledge and Skills

- Strong written and verbal communication skills, together with excellent customer service skills
- Proven commitment to the continuous improvement of administrative systems and procedures
- An understanding of record management procedures and ability to utilise record management systems

### DESIRABLE CRITERIA

#### Qualifications/Licences/Experience/Knowledge and Skills

- Knowledge of Local Government processes and procedures
- Demonstrated experience in utilising systems such as Pathway, TRIM & GIS
- Ability to have a creative and positive approach to processes and any reviews that may be undertaken
- Current Class C Driver's Licence or Provisional Licence

**LIVERPOOL  
CITY  
COUNCIL**



## **Our vision:**

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

## **Our values:**

**Ambitious**

**Authentic**

**Collaborative**

**Courageous**

**Decisive**

**Generous**