

POSITION DESCRIPTION

Position Title:	Administration Officer		
Classification:	Band 4	Status	Full Time (Maximum Term)
Group:	Community & Planning Services	Business Unit:	Planning and Design
Reports to:	Coordinator Statutory Planning		
Direct Reports:	None	Date:	14 January 2026

ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

POSITION OBJECTIVES

To provide administrative support to ensure the effective and efficient operation of Council's Planning and Design business unit.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include but are not limited to:

- Input data into and maintain information systems in relation to the receipt and processing of planning permit applications, amendments to permits, extension of time, approval of plans, secondary consents, Planning Scheme Amendments and written enquiries.
- Undertake the processing of letters, permits, notices, certificates, submissions and other documents in relation to functions of the Planning and Design business unit.
- Undertake referral and notification processes, including acknowledging and compiling submissions and objections, with reference to both Statutory and Strategic planning processes.
- Undertake the photocopying of documents or organise the reproduction of documents.
- Provide assistance and support to management and staff including but not limited to, organising meetings, workshops, community consultation, compiling statistics, collating documentation for VCAT and Planning Panels, accessing historic records or other duties as appropriate.
- Provide information and advice in response to general telephone and counter enquiries.
- Ensure that Council's forms and templates are maintained and available.
- Undertake the retrieval and return of files from the records management section for the Planning and Design Department.

- Ensure that tasks allocated are prepared within required quality standards and timeframes.
- Create and allocate actions for the CRMS tray and all other trays, including actions in Share Point and Outlook inboxes.
- Assist in the maintenance of Council's website in relation to Planning and Design information.
- Develop and implement the relevant administration, business and customer service improvements in conjunction with the Coordinators and Manager Planning and Design.
- Maintain the business unit's Councillor CRMs spreadsheet and create and allocate CRMs to the responsible officer/team.
- Process payment of fees, invoices, and purchase orders with reference to both Statutory and Strategic planning processes.
- Contribute to the success of the Planning and Design Department by working effectively as part of a team.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to and promote to HR, IT, OH&S/Risk Management, Privacy policies, procedures and practices, including the Customer Service charter.
- Adhere to Cardinia's Ways of Working Policy.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.
- Ensure compliance with Council financial and procurement policies and procedures in ensuring an adequate standard of internal control over finances is maintained.

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Responsible for ensuring that tasks are undertaken in a timely and efficient manner.
- Responsible for ensuring the accuracy and quality of work undertaken.
- Close supervision and clear guidelines may be provided to assist in completing tasks.

JUDGMENT AND DECISION MAKING

- The tasks are clearly defined, and there are established procedures and guidelines.
- Guidance and advice is usually available in relation to the tasks undertaken.

SPECIALIST KNOWLEDGE AND SKILLS

- Ability to research information including property details.
- Knowledge and skills in the use of the Microsoft Office software package including advanced skills in MS Word.

- Experience in the use of Geographical Information Systems is desirable.
- Ability to operate a range of office equipment including photocopiers and printers.
- An understanding of relevant Planning and Design functions.

INTERPERSONAL SKILLS

- Ability to clearly communicate information in both a written and verbal form.
- Ability to gain cooperation and assistance from others.
- Ability to discuss and resolve problems.
- Ability to work effectively as part of a team.

MANAGEMENT SKILLS

- Ability to effectively plan, organise and manage your own time and workload.
- Ability to achieve specific outcomes within set timeframes.
- Ability to embrace the Cardinia Values Framework and keys to success.

QUALIFICATIONS AND EXPERIENCE

- Completion of a Certificate in Business (Office Administration) is desirable.
- Experience in the use of computers including skills in the use of the Microsoft Office suite of products.
- Experience in general office administration.

KEY SELECTION CRITERIA

- Completion of a Certificate in Business (Office Administration) or equivalent experience.
- Experience in the use of computers including skills in the use of the Microsoft Office Suite of Products.
- Demonstrated understanding of planning, building and/or compliance matters would be desirable.
- Well-developed interpersonal skills.
- Ability to effectively plan, organise and manage your own time and workload including achieving specific outcomes within set timeframes.
- Ability to research information including property details.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

Tenure

This is a full time, maximum term position.

Pre-employment checks

All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.