



<b>Position Title</b>	Land Development Administration Officer		
<b>Position Number</b>	FOL/419	<b>Employment Status</b>	Full Time
<b>Division</b>	Technical Services - Technical Customer Services		
<b>Classification</b>	GVW 2		
<b>Reports To</b>	Team Leader - Land Development		
<b>Location</b>	Shepparton - Florence Street		

#### ROLE PURPOSE

Provide assistance to the Land Development Team by collecting data and maintaining the Corporation's database for projects delivering water and sewer infrastructure required to service new subdivisions. Use the Corporation's electronic systems for preparation of Developer Construct Agreement and respond to project milestones using the Land Development Framework.

Assist as required with the assessment of planning referrals, and provide accurate advice on subdivisions and Land Development applications in accordance with relevant Acts and Policies.

Work closely with all districts within the Corporation and maintain a positive relationship with Councils, Consultants and Developers in response to applications received for the provision of assets.

#### KEY ACCOUNTABILITIES

##### DATA MANAGEMENT

Collect, update and maintain the Corporation's metadata to provide accurate and timely reports as required. Ensure all relevant stakeholders are informed of current project status.

Interrogate and refine the Corporation's database to deliver better outcomes for Land Development customers.

Identify project delays and advise relevant stakeholders with an aim to minimize the impact on the Corporation's customers.

##### ADMINISTRATION

Respond to planning referrals which incorporate water and sewer servicing conditions required for Planning Permits.

Prepare responses in relation to certified documents of the developer construct projects and liaise with consultants to ensure critical timelines are achieved.

Research and prepare a response to be included on information statements relating to land development issues.

##### STAKEHOLDER ENGAGEMENT

Assist customers through the planning process and completion of conditions to the satisfaction of the Corporation and within the statutory timeframes.

Provision of preliminary servicing advice for proposed subdivisions to developers or consultants.

##### SAFETY AND CULTURE

Contribute to setting the standard for a safe workplace and lead safe work practices. Take ownership of safety initiatives implemented by the Safety team. Contribute to setting the standard for the team with effective behaviours and align activities with the expectations of Goulburn Valley Water's values.

##### OTHER DUTIES

Perform all other duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness.



# Position Description

## Land Development Administration Officer

### QUALIFICATIONS AND TECHNICAL SKILLS

Year 12 qualification or equivalent.  
A current motor vehicle driver's licence.  
Proven ability to maintain accurate records.  
Experience in the use of databases and/or Microsoft Office package.  
Previous experience in project management or water industry experience would be an advantage.

### KEY SELECTION CRITERIA

#### KNOWLEDGE and SKILLS

Written Communication - Ensures written communications contain necessary information to achieve their purpose

Stakeholder Management - Monitors client and stakeholder satisfaction.

Stakeholder Management - Responds to clients' needs

Policy Skills - Aware of, interprets and applies policies

Contract Management - Prepares simple documents, manages records and processes

Planning and Organising - Develops and implements systems and procedures to guide work and track progress

Systems Thinking - Understands how individual jobs impact the work area's service delivery

Verbal Communications - Understands and meets the needs of target audiences (i.e. the right information to the right people)

Self-Management - Plans and prioritises work to ensure outcomes are achieved

#### PERSONAL QUALITIES

GVW Values Commitment - a commitment to Goulburn Valley Water's values and team 'I' statements.

Conceptual and Analytical - uses analytical and conceptual skills to reason through problems.

Customer Focus - actively seeks to meet customer needs whilst delivering high quality outcomes.

Relationship Building - forges useful partnerships across business areas, functions and organisations, and builds trust through consistent actions, values and communication.

Detail Focus - identifies gaps in information, and observes fine details.

Empathy and Cultural Awareness - shapes response to individuals based on a range of information they have noted, and communicates well with people from a diverse range of cultures and backgrounds.

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## Land Development Administration Officer

### OTHER INFORMATION

All appointments to Goulburn Valley Water may be subject to the following Pre-employment checks:

- \* Reference Checking
- \* Medical Screening and Health Declaration
- \* National Police Records and/or Working with Children

The Corporation will not bind itself to necessarily make any appointment from the applications received.

Code of Conduct for Victorian Public Sector Employees

The Corporation would require the successful applicant to adhere to the values and principles outlined within the Code of Conduct for Victorian Public Sector Employees.

Employees should also adhere to the following principle:

"He or she shall not use the position for his or her personal gain or advantage, nor disclose any confidential information which may be acquired as a result of his or her employment by the Corporation".

Qualifying Period

A qualifying period of 6 months shall apply from the date of commencement in the position.

Environmental Responsibilities

The Corporation has an Environmental Management Policy and requires all employees to embrace its philosophies and comply with its contents.

Corporate Responsibilities

The employee will adhere to all systems, policies and procedures of Goulburn Valley Water in relation to the Corporation's activities, including public safety, property care, security of Goulburn Valley Waters assets information, quality management and risk management.

Recordkeeping Responsibilities

Employees are responsible for capturing full and accurate records that adequately document business activities and support any decisions made at Goulburn Valley Water in the Corporations Records Management system. Managers/Coordinators who have direct reports are responsible for ensuring staff in their department/team carry out their recordkeeping responsibilities.

Occupational Health and Safety

The Corporation has a number of Occupational Health and Safety policies to ensure protection of Corporation personnel, equipment, and third parties. These policies are strictly enforced and MUST be adhered to by Corporation employees.

Medical Note

Operational employees that come into contact with wastewater are required to be vaccinated for the following:

- \* Hepatitis A
- \* Hepatitis B
- \* Tetanus
- \* Q Fever

As per AS/NZS 2927 AS/NZS 1715, applicants with a history of Asthma or respiratory disease may not be appointed to operational positions due to OHS reasons.

Employee		Manager	
Name	_____	Name	_____
Signature	_____	Signature	_____
Date	_____	Date	_____