



## EXTERNAL VACANCY PLANNING SUPPORT OFFICER DEVELOPMENT AND LAND USE Maternity Leave Cover (8 months)

Level 3

*Queensland Local Government Industry (Stream A) Award – State 2017*

Salary \$70,763.00 – \$74,553.00 per annum  
(Dependent on qualifications and experience)

An opportunity exists within Mount Isa City Council for a **Planning Support Officer** to join our Development and Land Use team for maternity leave cover. The Planning Support Officer role provides administrative and support services to the Development and Land Use section within Council to ensure the delivery of essential services and information to both internal and external clients.

### The successful applicant will have:

- Certificate IV Business Administration or equivalent;
- Current "C" class Driver's Licence;
- Well-developed comprehension skills with the ability to summarise a document, report and correspond in an accurate and concise manner;
- Well-developed written communication skills including demonstrated ability in letter writing and consultation;
- High level of confidentiality and ability to exercise discretion in a professional manner is essential;
- High level organisational skills;
- Well-developed interpersonal communication skills with a high level of customer service aptitude;
- High level skills in advanced word processing and the ability to accurately record, prepare and distribute agendas, minutes and notices;
- High level of computing skills using Microsoft Suite of programs essential;
- A team approach and the ability to effectively operate in a multi-faceted unit where multi-tasking is often required to achieve outcomes;
- Self-motivated with strong time management skills and well-developed ability to prioritise tasks;
- Strong ability to use initiative and problem-solving techniques;
- Ability to interpret GIS Services (Including Council's Mapping software), service and various types of plans received within the section (building, CTMS Plans, development, etc);
- High level of knowledge of Microsoft Suite of programs, Google Earth and Qld imagery;
- Strong understanding of development applications;
- Knowledge of financial processes (e.g. raising orders and prompt and accurate payment of invoices, and arranging reimbursements, etc);
- Sound knowledge of preparing and updating procedure standards;
- Extensive experience in providing administrative support in a similar sized organisation operating a diverse range of businesses; and
- Demonstrated experience in agenda creation, minute taking, coordination of correspondence.

**You are required to provide written responses to the Key Selection Criteria which is located in the back of the position description.**

### The benefits of working for Local Government:

Council offers excellent working conditions, generous superannuation benefits (up to 12%); 36.25 hour working week with Council's flexitime agreement and 5 weeks annual leave.

### Applications/Enquiries:

You will require the application form and Position Description to effectively respond to the Key Selection Criteria. Applications should be supported by full resumes, a completed application form and must address the Key Selection Criteria as detailed on the Position Description.

**Applications Close on Monday 24 May 2021 at 5pm.**

**PO Box 815 MOUNT ISA QLD 4825**

**Website: [www.mountisa.qld.gov.au](http://www.mountisa.qld.gov.au)**

"Mount Isa City Council is an Equal Opportunity Employer with a non-smoking work environment"

Applicants must be eligible to live and work within Australia

## Mount Isa City Council

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