

Position Description

Position title:	Planning Administration Officer
Position number:	1227
Group:	City Planning
Reports to position title:	Team Leader Planning Administration
Number of direct reports:	☒ Nil ☐ 1 - 3 ☐ 4 - 6 ☐ 7 - 9 ☐ 10 +
Range or classification:	Pay Point 13 - 18
Approved:	November 2025

About the Group

The City Planning Group leads the delivery of Council’s planning services, with a focus on customer support, proactive advice, and high-quality development outcomes. This includes managing statutory planning applications, guiding responsible land use and development, and shaping long-term strategic planning across the Clarence region.

Duties and Responsibilities

- Provide high-quality administrative support to the City Planning Group, ensuring timely and accurate outcomes.
- Lead the coordination and processing of statutory planning applications, within Council’s corporate systems, ensuring efficient workflow and compliance.
- Issue correspondence, notifications and permits, as well as manage fees and invoices and monitor statutory timeframes to ensure Council meets its legislative obligations and delegations.
- Deliver accurate and timely general planning information to internal and external customers.

- Ensure all notification requirements for permit applications are met, including advertising, on-site notices and communication to external parties and referral agencies.
- Assist in gathering and preparing information to support timely and accurate responses to statutory authority requests.
- Process requisitions, refunds, purchase orders and invoices in accordance with Council's operational policies and procedures.
- Under general guidance, lead the review and update of policies, procedures and work instructions to support planning administration.

In addition to the above, a worker may also be directed to carry out duties and tasks as are within the limits of the worker's skill, competence and training.

Selection Criteria

1. Demonstrated high-level administrative skills, including managing processes and the production of high-quality communications with strong attention to detail.
2. Well-developed interpersonal and presentation skills, with the ability to manage sensitive issues with discretion, accuracy and professionalism.
3. Proven resilience and adaptability in navigating complex challenges and working collaboratively to achieve effective outcomes.
4. Strong organisational and time management skills, with the ability to prioritise tasks and meet deadlines in a dynamic environment.
5. Well-developed digital literacy skills and confidence using technology to deliver services provision and collaborate with internal and external stakeholders.
6. Ability to work effectively both independently and as part of a team, contributing to a positive and productive work environment.
7. Relevant qualifications in Business Administration and experience in local government, preferably with a knowledge of planning legislation and practices (**Desirable**).

Authority and Delegations

The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

- Delegations or Powers of entries apply to this position.

Pre-Employment Requirements

Child and Youth Safety

Council is committed to the safety and wellbeing of children and youth while enabling their participation as a valued member of our community.

We have zero tolerance to child or youth abuse or harm. You are obligated to prioritise the safety of children and youth you interact with in the performance of your role and to report conduct of concern. For further information, please refer to our Safeguarding Children and Youth Policy and Code of Conduct available on our website, and the *Registration to Work with Vulnerable People Act (Tas) 2013*.

- A Registration to Work with Vulnerable People (Tas.) is not required.

National Police Check

- A current National Police Check is required for this position to assess the suitability of the preferred candidate. Appointment to the role is subject to the results of the check, and candidates whose history is deemed unsuitable will not be offered employment.