

Position Description – POSITION/ROLE OVERVIEW

Land Development Admin Assistant			
THE ROLE			
KEY OBJECTIVES <i>The key objectives of this role.</i>	<p>The primary function of this role includes the following key objectives:</p> <ul style="list-style-type: none"> • Assist with co-ordinating the processes involved in Land Development projects to ensure all aspects are completed within the set timeframes and all application requirements are met. • Maintain up-to-date knowledge of the status of projects that have been issued with a Planning Permit. • Provide continuity and connection for all projects to ensure project and client obligations are met. • Establish and maintain professional relationships with relevant stakeholders including TGM staff and project managers, clients, government agencies and allied professionals. • Participate in and contribute to, the ongoing improvement of the civil unit's professional services and systems. • Maintain TGM's professional standards meeting company objectives in relation to budget targets, service quality, company reputation, OH&S and environmental standards. 		
REPORTING TO	Manager – Civil Engineering		
ROLE/TASK & RESPONSIBILITIES <i>The key role and primary activities, tasks and/or responsibilities.</i>	<p>The primary responsibility is to assist the Land Development Officer manage the subdivision process, in an efficient and effective manner, including (but not limited to):</p> <ul style="list-style-type: none"> • Prepare, monitor and manage applications for authority servicing conditions and submission of documents and drawings for Service and Council authorities. • Ensure approvals are obtained in a timely manner within the project timeframes. • Follow-up liaison between service authorities, clients, project managers and contractors. • Assist to obtain Statement of Compliance, follow-up with the service authorities and facilitating completion of the outstanding items of work. • General file management and maintenance. • Manage and co-ordinate 'Defects' resolution program. • Assist with tender distribution, receipt and recording processes. • Tend to enquiries related to tender applications as required. • Relief telephone/reception duties during full time receptionist's daily lunch break and any planned/unplanned absences. 		
AUTHORITY ➤ <i>Decision making</i> ➤ <i>Delegation powers</i>	<p>As directed by the Manager – Civil Engineering, this position has the authority to take any reasonable action that is consistent with the responsibilities of the position and required to ensure safe and efficient delivery of work, subject to any limitations imposed by management and/or company policies and procedures.</p>		
KEY MEASURES <i>Key areas that the incumbent's performance will be assessed against.</i>	<p>The Manager – Civil Engineering may apply KPI's or other performance measures to the objectives implicit in the role. These KPI's may be in relation to (but not limited to) items such as:</p> <ul style="list-style-type: none"> • Achieve a budgeted 'Target Utilisation Rate' as agreed. • Up-to-date Subdivision Co-Ordination spreadsheet, including project progress through subdivision process from Planning through to Statement of Compliance. • Client satisfaction in relation to outcomes, delivered on time and within budget and communication protocols. • Compliance with relevant legislation, codes, industry standards, TGM Quality, OH&S, Environmental, Corporate, Financial and Human Resources management systems. 		
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Position Description – INCUMBENT REQUIREMENTS

Land Development Admin Assistant	
THE INCUMBENT	
ATTRIBUTES (Type of person) <i>The key attributes necessary to successfully fulfil the objectives and responsibilities of this role.</i>	Key attributes required for this role include: <ul style="list-style-type: none"> • Excellent organisational and co-ordination capabilities with the ability to work independently or within a team environment. • A commitment to high quality product and service delivery, with a critical eye for detail and accuracy and determined approach to work. • Self-motivated with the ability to manage multiple projects with competing demands/priorities, to ensure satisfactory completion of projects. • The ability to establish and maintain rapport with relevant stakeholders including clients, authorities, contractors, other professional consultants and the general public. • Develop negotiating skills to manage conflicting priorities in a changing environment. • A commitment to ongoing professional development (both personally and for the team).
EXPERIENCE (Guide only)	Some industry experience beneficial.
SKILLS & COMPETENCIES <i>(Professional & technical skills & competencies)</i> <i>The specific skills sets & competencies the incumbent needs to be successful in this role.</i>	Operational - The ability to manage own day-to-day activities in line with the Land Development Officer's directions, and able to demonstrate: <ul style="list-style-type: none"> • Excellent written and verbal communication skills with the ability to provide effective professional consulting services to clients, authorities, government agencies and other related consultancies. • Interpersonal and stakeholder relationship management skills. • Ability to work effectively within diverse management structures across multiple departments. • Excellent Microsoft Office Suite (2010 or later) skills, particularly Word, Excel and Outlook. • Experience with, and a clear understanding of Quality, OH&S and Environmental management systems.
ACADEMIC <i>Qualifications required or preferred.</i>	Not applicable.
OTHER REQUIREMENTS	Personal presentation is of a high professional standard. Willingness to travel to different locations if required. A valid Australian driver's license. Ability to legally work within Australia.

 Employee's Signature

 Date

 Manager's Signature

 Date