

## Development Services - Administration Officer

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Permanent Full Time | Great work environment | Local Government Industry Award 2020  
Classification Level 5 | Monthly RDO.

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### The Position

The Administration Officer will provide effective and efficient coordination of administration support to the Manager Development and the Development Services team including but not limited to:

- Provide excellence in customer service and promote positive public relations in an engaging and professional manner with the delivery of planning and administrative support services.
- Process applications for planning, building, environmental health including events;
- Coordinate documentation by way of entering data, generating correspondence and documents for application approvals.
- Lodgment of applications in an efficient and timely manner in accordance with relevant procedures, Acts, Regulations and policies of State Government and the Shire of Irwin.
- Provide advice to internal and external customer enquiries related to non-complex departmental matters.
- Provide support to facilitate and monitor the timely management of incoming and outgoing referrals, submissions and other requests for information.
- Foster, promote and operate in accordance with the Shire of Irwin's Values and Behaviours.

### About You

Ideally you will have:

- Certificate III in Business Administration Studies or well-developed relevant experience.
- Experience in delivering customer service excellence and possessing a calm disposition.
- Be savvy in IT including highly developed skills in Microsoft Suite of Applications.
- A great attention to detail and accuracy.
- Hold a current unrestricted C class driver's license.

Desirable would be for our ideal candidate to aspire to progress a career as a Statutory Planner, Building Surveyor or Environmental Health Officer where the Shire of Irwin can provide support in Professional Development to achieve your desired career path.

The position is classified at Level 5 with an entry level salary commencing at \$55,000 gross per annum plus superannuation

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### Work Related Requirements

The successful candidate will be required to provide proof of eligibility of working rights in Australia; hold a National Police Clearance (no older than 6 months) and willing to undergo pre-employment medical assessment which includes drug and alcohol screening to be considered for the role.

### Interested?

Applicants are required to submit a 2 page cover letter which responds to the above criteria together with a current resume. **Applications can be emailed to [hr@irwin.wa.gov.au](mailto:hr@irwin.wa.gov.au).** Please refer to the Application Package available on our website at [www.irwin.wa.gov.au](http://www.irwin.wa.gov.au) for full details of the position.

### Applications close at 5:00 pm on Friday 2 June 2023

*The Shire of Irwin reserves the right to commence short-listing prior to the closing date.*

*The Shire of Irwin is an equal opportunity employer proudly promoting an all-inclusive work environment.*

*Canvassing of Councillors will disqualify your application.*

**our vision – a safe place to live, an exciting place to visit and a progressive place to work**  
**our mission – delivering excellence in service, driving growth and building strong relationships**

*Shane Ivers*

**Chief Executive Officer  
Shire of Irwin**



**A Brilliant Blend**