

# Position Description

## Development Contributions Officer

08 November 2024

### Position Number

500455

### Directorate

Economy, Growth and Infrastructure

### Department

Strategic Planning and Economy

### Reports to

Development Contributions Coordinator

### Classification

Band 6

### Employment Status

Permanent

### Location

Wallan Office  
Flexible Working  
Arrangement

### About the role

The Development Contributions Officer's role will administer Council's Development Contributions program, including recording and reporting of developer contributions funds and projects to meet statutory obligations. The role will forecast cash flows to inform strategic planning, infrastructure agreements with developers and Council's capital works program ensuring all development contributions processed are in line with Council's internal policies and procedures.

This role will also provide exceptional customer service and be able to liaise and build relationships with developers, building surveyors, residents and statutory authorities.

### Key responsibility areas

- Coordinate tasks associated with Council's development contributions which includes maintaining an ongoing dialogue with the Planning departments, discussions with developers and building surveyors.
- Maintain the complete financial records of all development contribution arrangements, contributed assets and all other financial tasks, including processing of invoices and follow up on outstanding payments.
- Undertake the ongoing maintenance of databases/systems.
- Prepare reports to relevant stakeholders relating to development contributions. This includes preparing the quarterly reconciliation of the development contributions balance sheet reserve accounts.

- Provide timely, relevant and accurate advice to officers and stakeholders to make informal and formal decisions.
- Produce any development contributions financial information required for Council's Capital Works program and Financial Plan
- Maintain knowledge of current legislation, policy and procedures that impact upon all aspects of development contributions planning and/or implementation.
- Assist with the preparation and review of reports and planning documents, including Planning Scheme Amendments, relevant to development contributions.
- Assist with the development and updating of Council's development contributions operating procedures and policies.
- Support the preparation of new infrastructure funding agreements including liaison with Council's legal representatives, engineers and planners.
- Undertake other duties as directed within the skills and abilities of a position at this level.

### Other Duties

- Responsibilities and duties included in this position description are subject to the multi- skilling and job rotation provisions of the Mitchell Shire Council current Enterprise Agreement and or any supplementary agreements and where applicable the appropriate award.

### About you

#### Key Selection Criteria

1. Tertiary qualification in accounting, engineering, town planning, or another related field relating to development contributions.
2. Demonstrated experience relevant to the role and / or proven financial modelling, negotiation, analytical, investigative, interpretative and project management skills.
3. Excellent communication and well-developed report writing skills
4. Ability to gain cooperation from and encourage a range of stakeholders to achieve position objectives and an ability to lead discussion on Development Contributions through the organisation.

#### Pre-employment check

- National Police Check
- Valid Victorian driver's license
- Working with Children Check

### About Mitchell Shire

All employees at Mitchell Shire are expected to provide the highest standards of performance and customer service to ensure Council achieves its Vision, Values and meets organisational objectives.

## Vision

As we grow, we will be leaders in protecting the environment and preserving the country feel and liveability of our unique communities, with visionary planning for a cohesive, prosperous, safe, and healthy future.

## Values

Mitchell has adopted the following values as fundamental to the way in which all staff within the Council will operate in their dealings with each other and the community. These are:



## Structure

Mitchell Shire Council consists of the following three Directorates:

- Strategic Partnerships and Communities
- Economy, Growth and Infrastructure
- Organisational Performance

## Our Commitment to Diversity, Inclusion and Safety

Mitchell Shire Council is an equal opportunity employer committed to an inclusive and accessible workplace that values diversity and upholds the highest standards of integrity and responsibility. We actively welcome and encourage applications from individuals of culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander people, members of the LGBTQIA+ community, and people with disabilities.

This commitment aligns with and supports the standards set by the Charter of Human Rights and Responsibilities Act 2006 (Vic), the Gender Equality Act 2020, the Climate Change Act 2017, and the Commission for Children and Young People Child Safe Standards, ensuring our compliance with human rights, gender equality, climate responsibility, and child safety.

## Position requirements

### Accountability and Extent of Authority

- Timely and accurate completion of all administrative tasks associated with development contributions in accordance with internal policies and operating procedures.
- Keep all financial and development contributions records up to date.
- Provide timely, efficient and professional service to internal and external customers and stakeholders.
- Prepare reports to Council and other parties.
- Ensure Council's development contributions reporting systems comply with statutory and legislative requirements.
- Provide information required for capital works planning.
- Keep up to date with current legislation relevant to development contributions administration.
- Complete allocated tasks associated with the production of Council's annual reporting obligations

### Judgement and Decision Making

- Assist in the development and maintenance of policies, guidelines and procedures.
- Provide high quality information and analysis to the Development Contributions Coordinator and other internal stakeholders.
- An ability to develop solutions to overcome administrative problems identified and where necessary recommend / determine appropriate courses of action.
- Provide development contributions information, advice and recommendations to stakeholders.

### Specialist Skills and Knowledge

- Advanced Microsoft excel and word skills.
- Extensive experience with TechnologyOne or another large financial system.
- Highly developed communication skills.
- An understanding of town planning principles, in particular the requirements of the *Planning and Environment Act 1987* and the *Subdivision Act 1988* in relation to development contributions.
- Highly developed conceptual, problem solving and analytical skills.
- A high level of understanding of principles and practices relating to budgeting processes.
- A proven ability to understand, interpret and apply relevant legislation and operational policies and procedures, focusing on development contributions.
- Attention to detail and a high level of accuracy.
- A high level of accounting and reporting skills.

### Management Skills

- Manage time, set priorities, plan and organise work to achieve specific and set objectives within required timeframes.
- Ability to build and maintain effective working relationships characterised by mutual respect and honesty with other Council departments, professional bodies and external stakeholders.
- Commercial/business acumen.
- Sound analytical and conceptual skills.

### Interpersonal Skills

- Excellent communication skills and interpersonal skills.
- Well-developed report writing skills.
- Ability to negotiate, influence and resolve complex issues.
- Willingness to cooperate and collaborate.
- Ability to work in a team environment and liaise effectively with staff in other Departments.

### Qualifications and Experience

- Business degree or similar tertiary qualification and some relevant experience (consideration will also be given to those with a town planning or engineering qualification with some exposure to financial analysis or high degree of communication, forecasting and analytical skills)
- Excellent verbal communication including the ability to gain cooperation from key stakeholders and well-developed report writing skills
- Knowledge of current budgeting and reporting practices
- Experience with report writing tools and large financial systems
- High level of proficiency in the use of the Microsoft family of products
- Demonstrated ability to manage time, set priorities and achieve planned objectives
- Commercial/business acumen
- Sound analytical and conceptual skills
- Ability to negotiate, influence and resolve complex issues
- Willingness to cooperate and collaborate
- Ability to work in a team environment and liaise effectively with internal and external customers and stakeholders
- Experience pertaining to development contributions and relevant legislation
- Experience with TechnologyOne or another large financial system