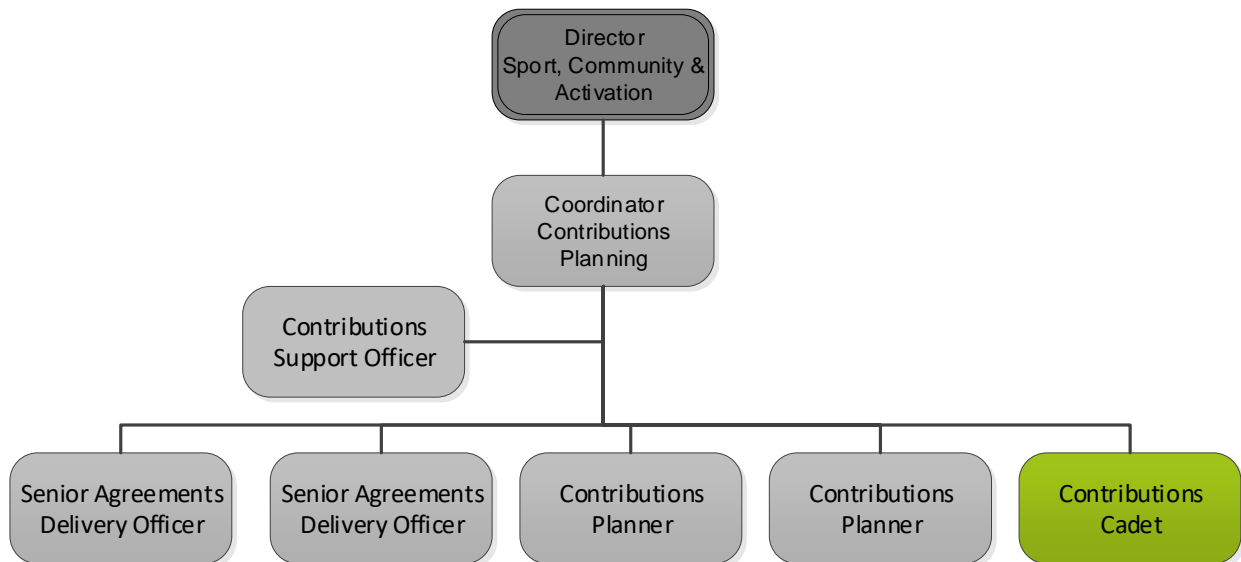


## POSITION DESCRIPTION

<b>Position Title</b>	Contributions Planning Cadet
<b>Position Number</b>	43160
<b>Division</b>	Sport, Community & Activation
<b>Branch</b>	Contributions Planning
<b>Grade</b>	T Scale
<b>Special Requirements</b>	Driver's License
<b>Physical and Environmental Demands</b>	Manual handling Site visits Ability to drive a Council vehicle
<b>Authorities</b>	As applicable and as delegated by the General Manager
<b>Key Direction/s</b>	
<b>Local Service/s</b>	

### Reporting Structure



### Position Purpose

To provide a cadet with a valuable learning experience by providing the opportunity to be involved in the funding and delivery of economic and social infrastructure for new communities through the preparation and administration of contributions plans, planning agreements and works in kind agreements.

## Key Result Areas

- **Contributions Planning**
- **Agreements Delivery**
- **Relationship Development & Management**
- **Financial Monitoring, Forecasting & Reporting**
- **Contract Administration**
- **Project Management**
- **Corporate Core Values**

## Key Duties & Responsibilities

### Contributions Planning

- Support the preparation, administration, review, amendment, and retirement of contributions plans.
- Support the negotiation and execution of Planning Agreements and Works in Kind Agreements.
- Assist with responses to internal and external requests for information regarding contributions planning.
- Assist with administration of spreadsheets associated with contributions planning.
- Assist with the reporting and audits requirements associated with contributions planning.

### Agreements Delivery

- Support the contract management, administration, amendment and retirement of Planning Agreements and Works in Kind Agreements.
- Organise and attend site meetings to assess compliance with contractual hold points and award practical and final completion of works.
- Assist with the dedication of land required under agreements with developers and landowners.
- Maintain Council's Master Schedule, which live tracks the financial and contractual performance of Council's agreements.
- Assist with the reporting and audit requirements associated with the delivery of Council's agreements.

### Relationship Development & Management

- Develop and maintain productive working relationships with internal and external stakeholders.
- Assist Contributions Planning and Agreements Delivery with associated correspondence with stakeholders.
- Assist with the coordination of Council's Development Contributions Management Committee.
- Assist with formal instructions to lawyers and consultants.
- Assist with the production of reports to Council and the Executive Leadership Group.

### Financial Monitoring, Forecasting & Reporting

- Assist with the compilation and analysis of data associated with the monitoring and forecasting of the financial performance of Council's contributions portfolio i.e. contributions plans and developer agreements.
- Assist with the development of financial reports to Council's Executive Leadership Group.
- Assist the Finance Department with reports to satisfy Council's legislative financial reporting obligations.

### **Contract Administration**

- Assist with the administration of Planning Agreements and Works in Kind Agreements to which Council is a party.

### **Project Management**

- Assist the Contribution Planners and/or Agreements Delivery officers in achieving project outcomes.
- Liaise with relevant stakeholders.
- Prepare monthly status reports for presentation to the Governance Committee.

### **Corporate Core Values**

- Continuously display Council's corporate core value of leadership, innovation, partnership, commitment, customer focus and safety.
- Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council.

### **WHS Responsibility**

- Implement, monitor and, or comply with Council's WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area

### **Risk Management Responsibilities**

- To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
- Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable
- Must be aware of operational and business risks. Particularly:
  - understand and adhere to the principles of Risk Management within their job role;
  - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
  - provide input into various risk management activities;
  - report all emerging risks, issues and incidents to their manager or appropriate officer; and
  - follow Council policies and procedures.

### **Essential and Desirable Criteria**

#### **Essential**

- Enrolled in the second or third year of an undergraduate degree in Town Planning, Project Management, Engineering, Economics or another related discipline.
- Well-developed oral and written communicational skills.
- Evidence of ability to research and interpret data (particularly financial data).
- Ability to work independently or as part of a team.
- Highly developed computer literacy and proficiency skills.
- Ability to liaise with all levels of staff and clients, with a strong customer service focus.

**Desirable**

- General knowledge of Planning, Project Management or Economic practices.
- Interest in, and ability to work in Contributions Planning.
- Understanding of Local Government.

**Prepared By**

Coordinator Contributions Planning

**Date Prepared**

December 2021

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

**Employee Name:****Employee Signature:****Date:**