

# POSITION DESCRIPTION



<b>Title:</b>	<b>Development Contributions Finance Specialist</b>
<b>Position Number:</b>	<b>ST01</b>
<b>Classification:</b>	<b>Band 6</b>
<b>Directorate:</b>	<b>Sustainable Development</b>
<b>Department:</b>	<b>Building, Planning and Compliance</b>
<b>Award:</b>	<b>Greater Shepparton City Council Enterprise Agreement / Victorian Local Authorities Award 2001</b>
<b>Incumbent:</b>	<b>Vacant</b>

## ORGANISATIONAL RELATIONSHIPS

<b>Reports to:</b>	Strategic Growth Coordinator
<b>Direct Reports:</b>	Nil
<b>Primary Internal Relationships:</b>	<ul style="list-style-type: none"><li>▪ Chief Executive Officer</li><li>▪ Executive Leadership Team</li><li>▪ Manager Finance and Rates</li><li>▪ Responsible Managers</li><li>▪ All Staff</li></ul>
<b>Primary External Relationships:</b>	<ul style="list-style-type: none"><li>▪ Residents, ratepayers and customers</li><li>▪ Developers, Consultants and industry associations</li><li>▪ Commonwealth and State Government, Public Utility Authorities</li><li>▪ Developers</li></ul>

## POSITION OBJECTIVES

The Development Contributions Finance Officer will assist in the administration of 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 (including works in kind agreements) with developers and Council's capital works program ensuring all development contributions processed are in line with Council's internal policies and procedures.

The role will also prepare the annual indexation and Development Contribution Plan's (DCP) levies, with the assistance of the Strategic Growth Coordinator and build and maintain relationships with the Finance and Rates Department, developers and landowners to ensure accurate assessment of DCP liabilities, collaborate and review of Section 173 Agreements to assist in the timely and fiscally responsible delivery of infrastructure.

## KEY SELECTION CRITERIA

- Tertiary qualification in accounting or substantial experience in financial sectors, or a related discipline.
- An understanding of the Victorian Planning System and the Victoria Planning Provisions including Section 173 agreements used in the development process
- Experience in developing and maintaining ongoing relationships and networks within the community, internal and external stakeholders, industry and other government agencies.

- Demonstrated organisational skills, with the drive and ability to work under minimal supervision, adhering to strict timeframes, and paying strong attention to detail, including developing detailed reports and project documentation on complex matters.
- Demonstrated experience relevant to the role and / or proven financial modelling, negotiation, analytical, investigative, interpretative and project management skills

## KEY RESPONSIBILITY AREAS

- Coordinate the monitoring and administration of Council's various Development Contribution Plans (DCPs) and related S173 agreements, relating to developer liability assessment, works in kind agreements, credits, infrastructure provision prioritisation, statutory reporting requirements and assessment of the DCP obligations for stages of subdivision and development.
- Provide assistance to the Finance Department and Building, Planning and Compliance Department where requested regarding Council's policy, procedures, guidelines and risk management plans relating to subdivision development and the implementation and administration of DCP's across council.
- Prepare reports for relevant stakeholders relating to development contributions. This includes preparing the quarterly reconciliation of the development contributions reserve accounts
- Maintain the complete financial records of all development contribution arrangements, gifted assets and all other financial tasks, including processing invoices and follow-up on outstanding payments.
- Liaise and build relationships with the Finance Department, developers, consultants' contractors and statutory authorities and provide authoritative advice on the operation of Council's PSPs and DCP's relating to policy process and administrative requirements.
- Provide advice to relevant stakeholders on the coordination of infrastructure with subdivision and development approvals.
- Provide specialised advice to stakeholders relating to DCP obligations and coordination of developer/consultant stakeholder meeting as required.
- Assist with the preparation of works in kind agreements, reconciliation of the agreements and DCP credits
- Prepare the annual indexation process to update levies and DCP's project costings.
- In consultation with the Finance Department and Manager BPC, ensure compliance with internal controls relating to budgeting, accounting and reporting relevant to the Building, Planning and Compliance Teams.
- Develop regular robust reporting, modelling and projections of expected revenues, expenditures, credits and liabilities as they relate to developer contributions as inputs to the reports undertaken by the Finance Department.
- In conjunction with the Finance Department provide advice on the system improvements needed to enable the flow of financial information between departments within council.
- Support the strategic team and Manager of Building, Planning and Compliance to development financial budgets, quarterly reviews, undertake monthly forecasting, project budgeting, financial monitoring and procurement processes including engagement and invoicing.
- Support the preparation of new infrastructure funding agreements including liaison with Council's legal representatives, engineers and planners
- Undertake project management in accordance with relevant acts, regulations, legislation and standards, and sound project management principles: delivering projects within agreed quality standards, timelines and budgets.
- Assist with the preparation of grant applications, acquittals and any progress reporting.
- Support the Strategic Planning Team to manage and deliver projects as required

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

### This position is accountable for:

- Provision of advice to stakeholders in relation to the preparation and implementation of PSP's and DCP's and infrastructure planning.
- Accountable for efficient flow of documentation and accurate information within agreed timeframes.
- Maintain confidentiality of all relevant documents and activities.
- Provision of advice and formal policy input into growth area planning issues.
- Assist in the development of policy on matters which will promote improved development processes.

### This position has the authority to:

- Complete project management tasks and day-to-day operation, in-line with specific guidelines, with the scope to use established processes and procedures as deemed appropriate.

- Exercise powers, duties and functions in accordance with the instruments of delegation.
- Prepare general correspondence.

### Judgement and Decision Making

- Make judgements and decisions on when to initiate assigned projects in consultation with the Team Leader - Strategic Planning to achieve desired outcomes in a timely manner.
- Make decisions on all matters which are the responsibility of the position, provided that these are within delegated authority, legislative requirements, established policy or recognised standards.
- The developmental nature of the work means that established positions and procedures are not always available, and the incumbent must apply own skills in problem solving, identification of options and exercise independent judgement generally in consultation with the Team Leader - Strategic Planning.

## SKILLS AND KNOWLEDGE

### Specialist Skills and Knowledge

- knowledge of accounting standards, theory and principles.
- knowledge of subdivision Act, Planning and Environment Act, Local government Act and other relevant legislation.
- knowledge of Council subdivisional standards, procedures and policies.
- Sound knowledge of Microsoft Excel
- Ability to provide development advice to stakeholders including DCP obligations and ability to coordinate developer consultant stakeholder meeting as required.
- Well-developed communication skills (written and verbal) and analytical capability to advice on complex matters to internal and external key stakeholders.
- An awareness of relevant computer-based applications (including Microsoft Office) and municipal computer systems.
- High level of proficiency in the use of financial systems and databases to produce a wide range of financial reports and documents.

### Management Skills

- The ability to plan and manage time, including prioritising tasks and meeting deadlines.
- The ability to liaise effectively with other business units, external clients and authorities to achieve agreed service levels.
- Ability to work without supervision and provide direction, guidance and advice to internal stakeholders.

### Interpersonal Skills

- The ability to foster and be part of a team and communicate effectively with staff.
- Excellent oral and written communication skills and ability to impart to communicate concepts, information and ideas.
- Good conflict resolution skills and ability to facilitate equitable outcomes for relevant stakeholders.
- The ability to regularly consult and communicate with fellow employees, contractors, clients and customers, all residents and rate payers to discuss specialist matters and resolve problems.

## QUALIFICATIONS AND EXPERIENCE

- A tertiary qualification in accounting or substantial experience in financial sectors, or a related discipline (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)
- Membership of a recognised Australian professional accounting body (i.e. CPA or CA) is highly regarded
- Excellent verbal communication including the ability to gain cooperation from key stakeholders and well-developed report writing skills
- Experience in a professional finance position and development of DCP's is desirable.
- Experience using various software, including finance or accounting systems, Microsoft excel and geographical information systems.
- Experience presenting complex information to all levels of stakeholders, both internal and external.

## OTHER INFORMATION

### Other information

This position description is an overview of the role; reasonable adjustments to the role that do not change the overall level, scope or intent of the original position may be discussed and agreed to in consultation with the incumbent.

It is a prerequisite of this position that the incumbent holds and maintains a current:

- Victorian Drivers Licence

## LEGISLATION

As a Council officer the incumbent is required to be aware of and adhere to the following acts, regulations and codes (as replaced from time to time):

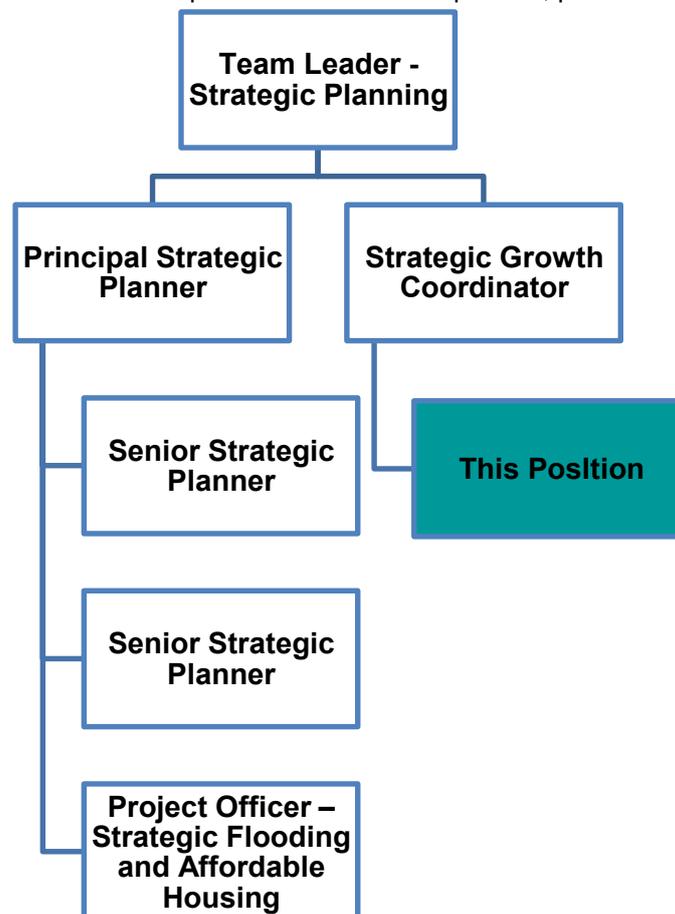
- Planning and Environment Act 1987
- Subdivision Act 1988
- Local Government Act 2020
- Occupational Health and Safety Act 2004
- Equal Opportunity Act 2010
- Greater Shepparton City Council Corporate Procedure – Employees Code of Conduct

This is not an exhaustive list and individual roles may have responsibilities under other forms of legislation.

## ORGANISATIONAL CONTEXT

### Departmental Overview

The Building, Planning and Compliance Department provides the strategic planning, statutory planning, building surveying and inspection and building and planning support and compliance functions of Council including: advocating on strategic transport and land use planning issues; coordinating land acquisition processes; administering and determining planning permit applications; assessing and processing planning and subdivision applications; investigating building and planning breaches and applying relevant enforcement measures; assessing and approving building applications; and undertaking building inspections to ensure compliance with Council's policies, procedures and relevant building codes.



# VALUES

Our Values reflect what we feel is important. Organisations may have core values that reflect what is important in the organisation.

These values may be guiding principles of behaviour for all members in the organisation.

**Respect first,  
always**

We are attentive, listen to others and consider all points of view in our decision making.

**Take  
Ownership**

We take pride in honouring our promises and exceeding expectations, and are transparent with and accountable for our actions.

**Courageously  
Lead**

We lead with integrity, and stand up and stand by what is in the best interests of the Greater Shepparton Community.

**Working  
Together**

We work collaboratively to create higher quality outcomes that are more efficient, thoughtful, effective and responsive. We cannot accomplish all that we need to do without working together.

**Continually  
Innovate**

We are open to new ideas and creatively seek solutions that encourage us to do our best for our community.

**Start the  
Celebration**

As ambassadors for our people and place, we proudly celebrate the strengths and achievements of Council and the Greater Shepparton Community.

# SHARED ORGANISATIONAL RESPONSIBILITIES

## Occupational Health and Safety

All employees are responsible for the effective implementation of the Greater Shepparton City Council Safety Management System and demonstrate a commitment to effective risk management and minimisation. This includes:

- Taking reasonable care for their own safety and that of others at work.
- Obey all instructions from their supervisors to protect their own personal health and safety and that of others.
- Actively participate in OH&S training and awareness programs.
- Follow and encourage work group adherence to safe working procedures, instructions, guidelines and practices and recommend change if considered inadequate.
- Using safety devices and PPE correctly and when required.
- Reporting any incidents, near misses or safety hazards to supervisors, management or HSR's.
- Ensuring that they do not endanger any other person through any act or omission at work.
- Ensuring they are not affected by the consumption of alcohol or other drugs, illness or fatigue or endanger their safety or that of others.
- Actively participate in work group OH&S activities such as toolbox sessions.

## Customer Service

Our customers are persons or organisations that use or needs a services provided by Greater Shepparton City Council. We believe service excellence is the ability to provide a high quality consistent and empathetic service to our customers in line with Council objectives and statutory obligations.

- Greater Shepparton City Council recognises customer service as a whole of Council responsibility. We will strive to provide service excellence through:
- Informed professional guidance and advice.
- Listening to and understanding our customer needs.
- Developing skilled and motivated staff.
- Strengthening relationships between staff and the customer.
- Ongoing evaluation reporting and continuous improvement.

## Recordkeeping

As an employee of the Victorian Public Service Sector, it is your responsibility to ensure you are fully aware of recordkeeping responsibilities detailed in the Greater Shepparton City Council's Records and Information Management Policy, Framework and associated procedures. It is a requirement for all staff to create and capture full and accurate records of all work related decisions and activities into relevant approved corporate systems.

## Emergency Management

Greater Shepparton City Council understands and accepts its roles and responsibilities in emergency management operations described in the Emergency Management Act (1986 & 2013) and it is a core function of Council business. The incumbent may, at times be asked to assist in Council's emergency management operations, within reason.

## Risk Management

All employees are to:

- Understand the principles and purpose of Risk Management and the associated framework activities.
- Understand all the risks associated with their activities and assist their Manager/Team Leader in the identification and management of risks.

## Child Safety

Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

## Climate Emergency

Greater Shepparton City Council recognises the need to urgently address the causes of climate change to ensure our operations and the community are able to adapt to the impacts. All employees are responsible for the effective implementation of the 2030 Zero Carbon Emissions Target and demonstrate a commitment to mitigating and adapting to climate change. This includes:

- Judgement and decision making authority.
- Provision of service to the community.
- Adherence to relevant climate change policies and plans.
- Sustainable procurement – seeking and selecting the lowest carbon option and sustainable option in accordance with Procurement Guidelines.

# INHERENT PHYSICAL AND COGNITIVE REQUIREMENTS

The frequency of the physical and psychosocial demands required of the position are defined as:

<b>Never (N)</b>	Does not occur
<b>Rarely (R)</b>	May occur but does not occur daily or weekly. (1% - 5% of the time spent)
<b>Occasionally (O)</b>	Does occur, time is set aside to perform this activity. (6% - 33% of the time spent)
<b>Frequently (F)</b>	Occurs daily or takes up a large percentage of the day. (34% - 66% of the time spent)
<b>Constantly (C)</b>	Primary activity for this position. (67% - 100% of the time spent)

	N	R	O	F	C
<b>Work Environment</b>					
Indoors					X
Outdoors		X			
Slippery Surfaces	X				
Uneven ground/Sloped areas		X			
Work in isolation	X				
Work in confined spaces	X				
Work at heights	X				
Work in dusty/fumes/foul smells	X				
Exposure to loud noises requiring hearing protection	X				
Exposure to personal waste	X				
<b>Body Posture</b>					
Standing			X		
Sitting					X
Squatting/Crouching	X				
Kneeling	X				
Twisting	X				
Bending	X				
<b>Manual Handling</b>					
Reaching or working overhead (above shoulder)		X			
Reaching forward				X	
Gripping/fine motor movement					X
Pushing/restraining		X			
Driving a vehicle			X		
Lifting floor to waist			X		
Lifting waist to overhead		X			
Lifting from a truck/trailer	X				
Lifting 0 - <5kg		X			
Lifting 5 - <10kg	X				
Lifting 10 - <15kg	X				
Lifting 15kg+	X				
Carrying awkward loads		X			
Climb steps/stairs/ladder			X		
Exposure to vibration	X				
<b>Psychosocial</b>					
Give direction to others	X				
Dealing with aggressive customers			X		
Dealing with upset customers			X		
Supporting dependent persons	X				

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	N	R	O	F	C
<b>Cognitive</b>					
Written communication					X
Verbal communication					X
Comply with legislation					X
Problem solve					X
Reason/make sense of things					X
Make critical decisions			X		
Ensure accuracy/details				X	
Remember names/details			X		
Show creativity				X	
Examine/observe others			X		
Work quickly			X		
Concentrate amid distractions				X	

## ACCEPTANCE AND AUTHORISATION

### Employee

I have read and understand the requirements and expectations of the Position Description. I agree that I have the physical and cognitive ability to fulfil the inherent requirements of the position and accept my role in fulfilling the key responsibilities and corporate values. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Authorising Officer

By signing below the Authorising Officer indicates their agreement with and approval of the position description.

**Authorising Officer Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_