



LONGREACH REGIONAL COUNCIL
Business Support Officer
(Planning, Development & Environmental Health)
Longreach
Package Value \$73,323.01 - \$76,677.28

Longreach Regional Council is recruiting for a Business Support Officer (Planning, Development & Environmental Health). Applications will be received until **Friday, 23 September 2022**. Late applications may not be considered.

The Position

Do you enjoy administration, problem solving, being a part of a diverse team and are looking for a new challenge?

The Business Support Officer for Planning, Development & Environmental Health is an integral role, responsible for directly along side the Director of Community Services to coordinate Council's development, planning and environmental health business functions. The Business Support Officer will engage directly with Town Planning, Building Certifier and Environmental Health consultants on assessing and reporting to Council on applications. The role will also provide general administrative support to the Director of Community Services for other business and operations matters.

If you have the following skills and experience, this role may be the challenge you are looking for:

- You will have demonstrated experience in administration roles, with the ability to priorities you work;
- You demonstrate a willingness to take the initiative to improve processes making them more efficient and effective;
- Will be able to create good working relationships across all levels of Council; and
- Will be able to demonstrate excellent customer service.

Salary and Conditions

The position is classified as a Level 3 to Level 4 of the Queensland Local Government Industry (Stream A) Award – State 2017 and offers an annual cash annual wage of \$66,457.06 to \$69,497.38 inclusive of all allowances and leave loading. This position also has the following benefits:

- Up to 12% Superannuation Contribution;
- Rostered Days Off;
- 5 Weeks Annual Leave (17.5% Leave Loading);
- 15 Days Sick Leave;
- Provision of Uniforms; and
- Training and Professional Development Opportunities.

Applications

If you believe you would like to join the Longreach Regional Council team, please visit the Council website at www.longreach.qld.gov.au and download a copy of the Position Description and Advertising document. Applications must include a current resume, 2 work related references and a letter addressing how you meet the position requirements. Applications can be emailed to assist@longreach.qld.gov.au

Commitment to EEO and WH&S

Longreach Regional Council is an equal opportunity employer and is committed to providing a safe work environment for all staff. In achieving these goals, it is a mandatory requirement for successful applicants to satisfactorily pass a National Police Check and Medical Screening.

Longreach Regional Council is an equal opportunity employer.

Dirk Dowling
Chief Executive Officer

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