

Business Support Officer

Location: 8 Nicholson Street, Melbourne / Flexible

Salary: \$70,791 - \$85,956 + super

Position No: 50939942 & 50939946

- Apply your business support and organisational skills experience
- Strong planning and organising and service excellence skills

Two fixed term opportunities to provide business support in collaboration with the Senior Business Support Officer and Senior Executive Assistant to ensure the efficient operation of the Planning Systems Branch to enable the delivery of a planning reforms.

This position is designated for Aboriginal and/or Torres Strait Islander people under s.12 Special Measures of the *Equal Opportunity Act 2010*. Interested applicants will be asked to supply a completed confirmation of Aboriginality Form or a copy of a past completed form. Only Aboriginal and/or Torres Strait Islander people are eligible to apply. Applicants will be required to provide a completed Aboriginality form.

The Business Support Officer is part of the Planning Reform Coordination team and is responsible for delivering administrative services in support of the Director for Planning Reform Coordination and senior staff in the team. The position will collaborate with colleagues across the planning group, provide excellent customer service and support various business functions across the team including meetings and events, project management, information management, correspondence, financial management and procurement. Working in a small team, this position is ideally suited to someone with strong organisational and people skills and attention to detail.

Specialist/Technical Expertise/Qualifications

- Relevant experience in an administrative role is desirable.
- An understanding of the Victorian planning system and experience in government would be an advantage.

There are two fixed term positions as below and applicants may be considered for either one:

1 fixed term position available for a period until 31 December 2022.

1 fixed term position available for a period until 31 December 2023.

To be considered for this position, your application should include a supporting statement demonstrating that you meet the Key Selection Criteria detailed in the position description, including the Specialist/Technical Expertise/Qualifications and Capabilities sections and submit a completed Aboriginality form.

For further information please refer to the attached position description or contact the hiring manager listed.

Other relevant information:

Preferred candidates will be required to undertake pre-employment screening, including a Declaration and Consent form and a National Police Check.

We recognise the significant responsibility to enable self-determination, be accountable to Traditional Owners and provide opportunities to strengthen First Peoples' connection to Country. We are committed to creating a culturally safe environment, where individuals feel safe, valued, and able to celebrate their culture, and spiritual and belief systems.

For general information about Aboriginal Employment at DELWP, please contact self.determination@delwp.vic.gov.au.

To apply online and for further information on position description and selection criteria visit

www.careers.vic.gov.au

Applications close at midnight on Thursday, 13 May 2021.