



Mansfield Shire

# Position Description

Project Officer  
Local Laws

High Country, Lakes and Rivers



# Project Officer Local Laws

Mansfield Shire Council aims to work with our community to continue to build a Shire that is recognised for its balanced social, economic and environmental development that acknowledges the diverse needs and values of our communities.

Position Number	Classification	Date
15.19A	Band 4	August 2025
Unit	Enquiries	Status (FTE)
Community Safety	Coordinator Compliance	0.6

## Position Objectives

The Project Officer is responsible for duties associated with the delivery of Council's community safety program including local laws and other projects as required.

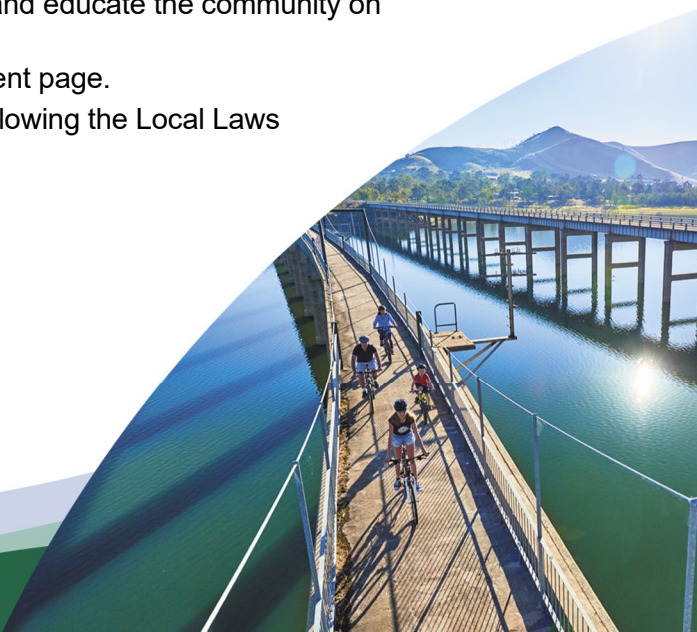
## Technical Accountabilities

- ▶ Provide administration duties for records management.
- ▶ Interaction with key stakeholders and consultants.
- ▶ Provide administration support to the department including arranging appointments, coordinating meetings, information sessions and other tasks as required.
- ▶ Provide information to and communicate with authorities, customers and the community.
- ▶ Assist with the compilation and distribution of reports.
- ▶ Prepare and implement project programs, progress reports and action reports on designated projects.
- ▶ Support the General Manager Investment and Planning and Coordinator Compliance with local laws projects.
- ▶ Assist with the preparation of media releases to inform and educate the community on community safety.
- ▶ Assist with Local Laws engagement plan and engagement page.
- ▶ Compile feedback from Local Laws engagement and following the Local Laws engagement plan.

## Organisational Relationship

### Reports to

Coordinator Compliance



### **Supervises / Manages**

Nil

### **Internal Liaisons**

All other staff

### **External Liaisons**

- ▶ General public, residents and ratepayers, State Government Departments and Agencies.
- ▶ Relevant Community Groups and organisations.
- ▶ Contractors and Consultants.
- ▶ Local Government Victoria.

## **Specialist Knowledge and Skills**

### **Knowledge of:**

- ▶ Council Plan.
- ▶ An ability to learn of regulatory Local Laws and relevant legislation.

### **Skills and Competencies**

- ▶ Moderate experience using MS Office suite of products.
- ▶ Well-developed administrative skills, including records management and writing skills.
- ▶ Problem solving, including application of approaches that may be outside main stream practice.

## **Qualifications and Experience**

### **Experience**

- ▶ Experience in a similar position is desirable

### **Qualifications**

- ▶ Current Victorian drivers licence

## **Our Values**


Communication

Co-operation

Trust and  
Honesty

Respect

## Key Selection Criteria

- ▶ Knowledge of relevant computer based applications, especially planning or property management specific software.
  - ▶ Demonstrated initiative and problem solving skills.
  - ▶ Excellent communication skills, both verbal and written with proven skills in report writing and preparing correspondence.
  - ▶ Ability to work independently.
  - ▶ Some experience in regulations/policies/guidelines/procedures creation.
  - ▶ Well-developed verbal and written communication skills and problem solving skills.
  - ▶ Moderate level of experience using the MS Suite of products.
  - ▶ Demonstrated time management skills, including the ability to prioritise work to meet required deadlines.
- 

## Position Descriptors – Band 4

### Organisational Accountabilities

- ▶ Ensure that Mansfield Shire Council's Code of Conduct and all policies and procedures are adhered to including Occupational Health and Safety (OH&S) and Human Resource management procedures and practices
- ▶ Support organisational development and continuous improvement initiatives within the Council.
- ▶ Understand the principles of risk management and their application to all Council activity.
- ▶ Provide quality customer service and accurate information on Council products and services and communicate with customers in a friendly and courteous manner
- ▶ Effectively manage customer enquiries and complaints and deliver punctual and reliable service.
- ▶ Provide assistance with Municipal Emergency Services as required.
- ▶ Ensure that full and accurate records of activities and decisions are created and captured and observe records management procedures in accordance with Council policy.
- ▶ Be committed to the implementation of the Council Plan and annual Business Plan of Council.
- ▶ Work cooperatively and ensure positive communication and relationships with all staff, across all departments.
- ▶ Contribute to the improvement of the department by innovation and personal initiatives and contribute to team meetings.
- ▶ A commitment to the principles that support the safety and wellbeing of all children

### Organisational Context

The Mansfield Shire Council organisational structure has been developed with the following departments reporting directly to the CEO:

- ▶ Community and Corporate Services Directorate
- ▶ Infrastructure and Planning Directorate
- ▶ People and Culture Department
- ▶ Communications

### Interpersonal Skills

- ▶ This position requires the ability to gain cooperation and assistance from both other employees and customers.
- ▶ Oral and written communication skills to enable the preparation of routine correspondence and reports if required.

### Extent of Authority

- ▶ The role will be required to provide information to customers and information and support to more senior employees. There may be a requirement from time to time to also supervise resources including other employees.
- ▶ Freedom to act is limited by standards and procedures and work will generally fall within specific guidelines with scope to exercise discretion in the application of established standards and procedures.
- ▶ Sufficient freedom will be given to be able to plan workload in advance.
- ▶ Decisions and actions are usually limited to a localised work group or function, individual jobs or clients, or to internal procedures and processes.

### Judgement and Decision Making

- ▶ This position has the objectives of the work well defined, however particular methods, processes or equipment to be used will be selected from a range of available alternatives. This often requires the quantification of the amount of resources needed to meet objectives.
- ▶ The particular tasks to be performed by this role will involve selection from a range of techniques, systems, equipment, methods or processes.

### Management Skills

- ▶ Skills in managing time, setting priorities and planning and organising one's own work.
- ▶ Basic knowledge of, and ability to implement personnel practices and the ability to provide employees under this role's supervision with on-the-job training and guidance.

### Diversity and Inclusion

- ▶ Mansfield Shire Council is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.
- ▶ We value inclusion and diversity within our workforce and our community, supporting the invisible and visible qualities of all who walk through our doors. As an employee of Mansfield Shire Council, you will respect and show kindness to all regardless of ethnicity, sexuality, identity or any other protected attribute.



## How to apply

1

### Cover letter

Prepare a cover letter providing a snapshot of why you are interested in the position and the reasons we should hire you. Include any required information that has been outlined in the job advertisement. Your cover letter should be no longer than one page in length.

2

### Key selection criteria

Respond to the list of key selection criteria clearly demonstrating how your qualifications and/or experience would help you to meet the requirements of the role. **Please ensure that you address all key selection criteria contained within the position description.** This document should be kept to a maximum of two pages if possible.

3

### Resumé

Provide your up to date resumé containing a summary of your skills, employment history, experience, knowledge and abilities. A good resumé will be tailored to the position you are applying for with emphasis on the skills and experience that directly relate to the role.

4

### Submit your application by the closing date

Once you have collated the necessary documents, visit the Mansfield Shire Council's 'Information for Applicants' web page at [mshire.co/applicant-information](https://mshire.co/applicant-information), for information on how to submit your application. All information must be received by Council prior to the advertised closing date.

For more information please contact:

Michael Richards, Coordinator Compliance on (03) 5775 8583

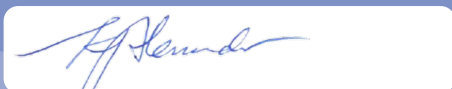
More detailed information on how to apply is available at

[mshire.co/applicant-information](https://mshire.co/applicant-information)

*including tips for addressing key selection criteria, writing a cover letter and resumé.*

#### OFFICE USE ONLY

Authorised by CEO:



Employee's  
Signature



Date:

11/09/2025

Employee's  
Name

Date:    /    /



Mansfield Shire