



Planning and Governance Officer

SELECTION CRITERIA

Please ensure your application addresses the following criteria, as this is what you will be assessed on:

Essential

- Appropriate tertiary qualifications (diploma or degree equivalent) in Town Planning, governance, policy and risk, or business, or willingness to achieve a recognised qualification.
- Strong problem solving, research, and analytical skills and experience, including the ability to present results in writing.
- Strong interpersonal skills including oral and written communication skills and the ability to successfully interact and collaborate with customers, clients and stakeholders.
- Demonstrated ability to maintain independence and provide knowledgeable interpretation of governance matters.
- Well-developed time management skills with the ability to work under pressure and meet concurrent deadlines.
- High level of computer literacy, particularly with the Microsoft suite of products.
- Ability to work flexible hours, including attending meetings or events outside normal working hours.
- Current WA 'C' class driver's license.

Desirable

- Experience working within a government environment (federal/state/local) with an awareness of governance and compliance, together with developing knowledge of the Local Government Act 1995 and Regulations.
- Experience creating agendas and taking minutes.

The Shire of Merredin is an equal opportunity employer. We promote the principles of merit and fairness in our employment practices and select the best person for the job.