



<b>JOB TITLE</b> Revenue Coordinator	<b>CLASSIFICATION</b> Band 7	<b>REPORTS TO</b> Manager Strategy Property and Revenue
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**WHAT WE TRUST YOU TO DELIVER**




- » Manage the completion of the general valuation, supplementary valuation, and annual rate returns.
- » Managing and monitoring the administration of Councils debt collection of overdue rates and charges and payment arrangements and completing monthly reporting to Management.
- » Manage the administration of Council's Property and Rating database including notices or acquisition, change of address, journals and other revenue administrative functions as required.
- » Manage the administration (declaration, communication, raising, production and collection) of the following specific deliverables: General Rates and Charges, Fire Services Property Levy and Special Rates and Charge.
- » Manage the administration and production of the Council Voters rolls.
- » Work cross functionally to administer Land Title and Street/Place names changes and numbering.
- » Subject matter expert of the T1 Property and Rating (or Council Property System) statutory and internal management reporting.
- » Develop and monitor Rate Revenue modelling and declarations as well as the department expenditure budgets.
- » Drive business improvements through review and cleansing of the property database and Name and Address Register administration.
- » Work cross functionally to support the Waste Management charges and policy administration and charging.
- » Manage the Municipal Concession verification and reimbursement.
- » Manage the Rate Notice production and administration process.
- » Manage the efficient and productive operation of the Revenue Unit ensuring compliance with statutory regulations and Council policy and providing high quality customer service to internal and external stakeholders.
- » Manage the Valuer-General Victoria contractor, data collection processes and valuation systems (VM Online and T1 Property and Rating) to ensure the efficient delivery of statutory valuations.
- » Manage the Property and Rating Team staff and web content for both internal and external customers.

**WHAT YOU'LL NEED TO THRIVE**




- » Demonstrated experience (minimum 5 year) in a similar role in Local Government/Water Authority, a customer service environment and/or revenue administration experience. (required) A relevant post-secondary qualification would be an advantage
- » Experience in working with EDMS, Technology One and/or similar Local Government rating and property database and software (preferable)
- » Strong time management skills with experience working to tight deadlines in an environment of conflicting demands
- » Previous Management experience of the debt collection process with third party providers
- » Demonstrated ability to deal with difficult customers and to resolve problems, in a positive and helpful manner and Demonstrated ability to work a team environment and positively contribute to the team at a Management level.

**WHAT WE'LL DO TO SUPPORT YOU**



- » Provide a safe and welcoming environment where you'll be encouraged to innovate and embed new ways of working.
- » Deliver opportunity for genuine engagement and collaboration across all levels of the business.
- » Commit to your long term growth and career development.
- » Provide access to our Executive Team to share ideas and make a positive difference across the organisation


**WHERE YOU FIT IN AND THE DIFFERENCE YOU CAN MAKE**



**VISION** Council will be an inclusive, healthy, creative, sustainable and smart community.

**VALUES** Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

**OUR CAPABILITY FRAMEWORK OUTLINES THE BUILDING BLOCKS WE USE TO DEVELOP OUR ORGANISATION AND PEOPLE**



<b>CAPABILITY</b>	Project Management	Change	Communication	Good Governance	Achievement
<b>LEVEL</b>	2	2	2	2	2
<b>CAPABILITY</b>	Leadership Impact	Decisiveness	Agility	Care	Growth Mindset
<b>LEVEL</b>	2	2	2	2	2