

POSITION DESCRIPTION

Position Title:	Administration Officer	Reports to:	Fleet and Workshop Coordinator
Department:	Works and Parks	Directorate:	Infrastructure, Assets and Projects
Stream:	Stream A administrative	Pay Level:	Level 2 (Division 2 - Section 1) 12% superannuation & 17.5% leave loading
Award:	Queensland Local Government Industry Award – State 2017	Agreement:	The Southern Downs Regional Council Certified Agreement, as amended

1.1 THE DEPARTMENT

The Works & Parks Department falls within the Infrastructure, Assets and Projects Directorate to deliver a range of services internally and externally which contribute to provision of essential services to the community.

Our Works team plan, design, construct and maintain roads, bridges, culverts, stormwater infrastructure, kerb and channel, footpaths and street lighting. In addition, the team provides services to the Department of Transport and Main Roads under contract to maintain sections of the state-controlled road network within Southern Downs. The team further governs activities conducted by members of the community, such as the construction of private driveway accesses.

The Department also delivers an extremely diverse range of operational field services including maintenance of Council parks, gardens, buildings and playgrounds. Other services include management of building service contracts and fleet mechanical repairs. The Department also delivers capital works projects for Council buildings, parks and cemeteries, and as part of its field work manages the procurement and disposal of road vehicles and heavy plant operated by Council.

1.2 VALUES

Southern Downs Regional Council recognises our people as our strength, and our five values guide how we work with each other, our actions, our decision making and how we serve our community. Our values bring us all together and contribute to our employees having a meaningful and rewarding career, with opportunities to grow and thrive.



Act with Integrity | **One Region, One Team** | **Lead by Example** | **Service Excellence** | **Our People, Our Strength**

1.3 THE OPPORTUNITY AND JOB ROLE

The key function of the role as an Administration Officer support the efficient and effective operation of the Department by performing administrative functions and activities.

1.4 KEY RESPONSIBILITIES AND DELIVERABLES

The key responsibilities may be modified from time to time to ensure the expected outcomes support the Council's operational and corporate plans. All duties are to be conducted in an efficient, timely, professional and safe manner.

The key responsibilities and deliverables for this role include:

- Maintaining records consistent with Council requirements and the Privacy Principles;
- Provide professional administration support and assistance within the Department;
- Provide a high-quality customer service to both internal and external clients in person and on the telephone;
- Take operational responsibility for specific administration tasks within the nominated area;
- Assist with general enquiries within specific engineering functions;
- Assist in the development and ongoing improvements to administrative procedures and the interpretation of administrative and procedural matters for which there are no clearly established practices and procedures;
- Assist in the development and implementation of procurement policy and procedures within the department, to ensure departmental compliance with regulatory requirements;
- Schedule team meetings and prepare documentation including accurate minutes and agendas.

Other duties as directed by the supervisor.

1.5 SELECTION CRITERIA

ESSENTIAL CRITERIA

1. Extensive office administration experience including strong written communication skill;
2. Highly developed interpersonal skills including the ability to build effective working relationships with a diverse range of staff from across the organisation;
3. Ability to develop a working knowledge of a diverse range of functions and task;
4. High level keyboard skills and experience in current office computer program;
5. Knowledge of and commitment to excellent customer service;
6. Demonstrated ability to manage time effectively to achieve outcomes within required timeframe;
7. Demonstrated ability to operate effectively within a team environment;
8. Proven ability to work unsupervised and maintain confidentiality.

DESIRABLE CRITERIA

1. A sound understanding and general interest in Local Government operations.

1.6 TRAINING

- On the job training will be provided to ensure that the position holder maintains a satisfactory knowledge and skill base.
- The position holder will be encouraged to attend workshops and seminars relevant to the position so as to ensure ongoing professional development.

1.7 WORK HEALTH AND SAFETY RESPONSIBILITIES

- Comply with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Work Health and Safety Policies and Procedures.
- Comply with instructions given by the relevant manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons.

1.8 ORGANISATIONAL RESPONSIBILITIES

- Comply with all the requirements of Council policies and procedures as amended from time to time.
- Ensure complete and accurate records are captured, created and maintained.
- Deliver high quality customer service within the organisation and to the public.
- Ensure the security and appropriate intended use of Council information at all times.

1.9 REQUIRED LICENCES AND QUALIFICATIONS

- A Class C (car) licence or greater is required in this role.

1.10 DESIRABLE LICENCES AND QUALIFICATIONS

- Any relevant qualifications of at least certificate level would be highly regarded

1.11 OTHER POSITION REQUIREMENTS

PROBATION PERIOD

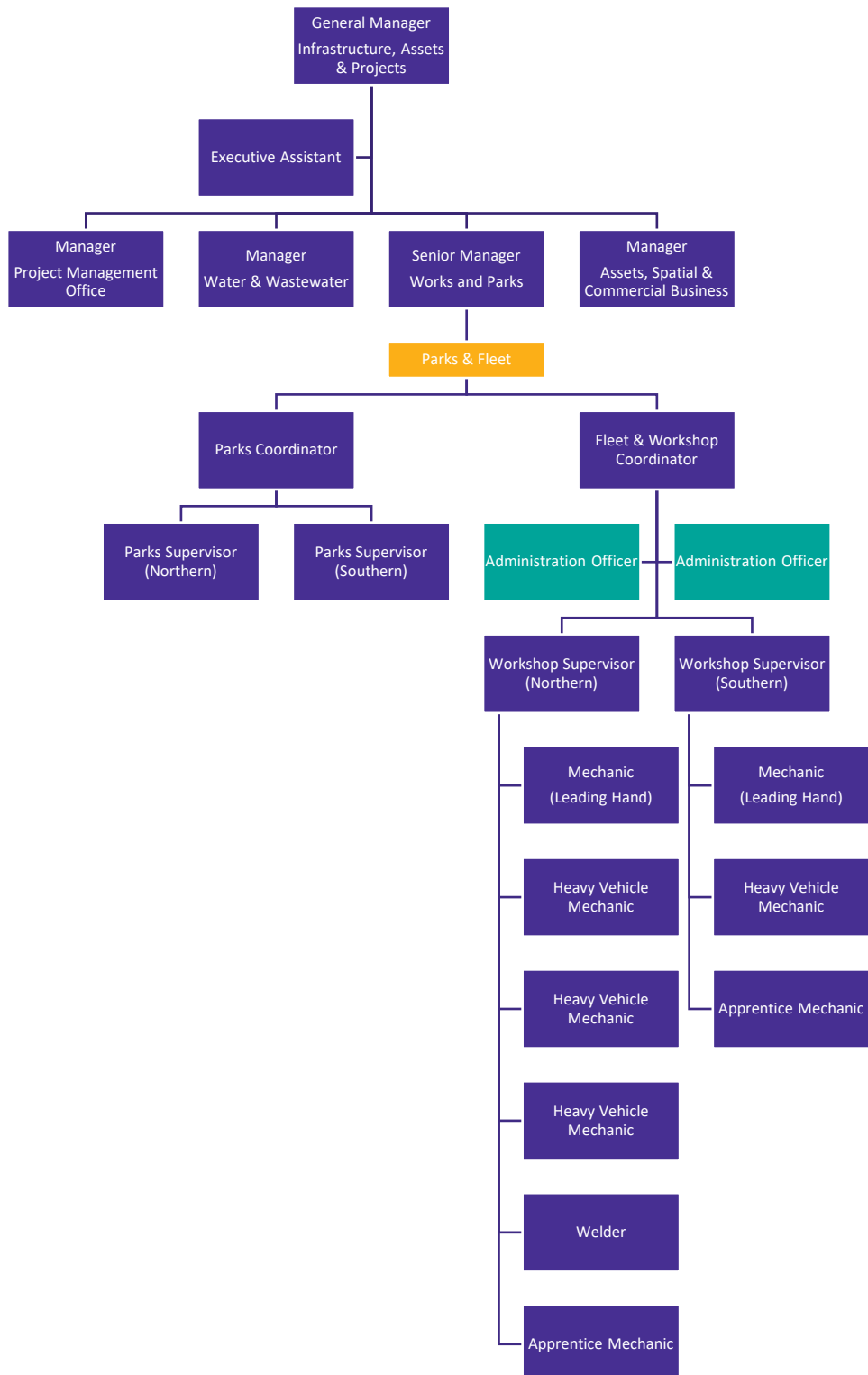
- This role is subject to a three (3) month Probation period to a maximum of six (6) months, during which time the employee will be assessed for suitability as part of ongoing development in the role.

PRE-EMPLOYMENT CHECKS

- Prior to employment external candidates **will** be subject to the following checks in most instances:
 - National Criminal History Check (mandatory)
 - Pathology Drug and Alcohol screening (mandatory)
 - Reference Checks (mandatory)
 - Health Declaration (mandatory)
- Prior to employment external candidates **may** also be subject to the following checks:
 - Functional Capacity Assessment / Fitness for Work (to assess physical suitability for the role)
 - Formal qualifications check
 - Rights to Work in Australia – VEVO check
 - Licence disqualification / traffic history checks with Queensland Government
 - Blue card Working with Children Check
 - Any other check that is reasonably required by Southern Downs Regional Council

1.12 REPORTING STRUCTURE

ORGANISATIONAL RELATIONSHIP



Council values diversity and welcomes applications from people of all backgrounds and cultural heritage, that have working rights in Australia.