shire of Ashburton
opportunity to community

Position Description

Administration Officer - Facilities and Property

Directorate	Community Development
Department	Facilities
Job Family	Officer
Reports to	Manager Facilities and Property
Indirect Reports	Paraburdoo, WA
Location	*Shire of Ashburton Industrial Agreement 2026*
Industrial Instrument	Level 3
Classification	Manager Facilities

Vision

We will be a welcoming, sustainable, and socially active district, offering a variety of opportunities to the community.

Values

Respect	**Openness**	**Teamwork**	**Leadership**	**Excellence**	**Health & Wellbeing**

About the Role

Role Objective / Purpose

Provide high quality administrative, customer service and systems support to the Facilities and Property team, ensuring facility bookings, event applications, records management, correspondence, purchasing and operational administration activities are delivered accurately and efficiently across Shire facilities.



Key Role Outcomes

- The Administration Officer - Facilities and Property is responsible for delivering efficient administrative, customer service and operational support to the Facilities team.
- The role contributes to the effective management of Shire facilities by coordinating records, systems, customer enquiries, facility bookings, event applications and administrative processes while ensuring information is maintained accurately and services are delivered in a professional and timely manner.
- Providing administrative support to the Facilities, Housing, Building and Cleaning teams.
- Assisting with facility booking administration and event applications.
- Providing timely and professional responses to internal and external enquiries via telephone, email and in person.
- Maintaining accurate records, registers, databases and filing systems.
- Preparing correspondence, reports, forms and other documentation.
- Assisting with purchasing, invoice processing and administrative procurement activities.
- Supporting contractor, project and maintenance administration activities.
- Coordinating meetings, schedules and other operational administrative requirements.
- Contributing to continuous improvement and the efficient delivery of Facilities services.

Workplace Safety and Diversity, Access and Inclusion is a shared responsibility of all staff.

Work Duties

The position description does not act to limit or set specific duties required to fulfil this role, this document serves to describe the role, outline required outcomes and set expectations. All employees are required to have a flexible approach to their work, including undertaking work duties which may fall outside those required of this role. All employees must comply with reasonable and lawful directions.

Core Competencies

The following competencies are required of **all roles** within the Shire and are ranked to reflect differing levels of responsibility. These competencies reflect the Shire's Values of Respect, Openness, Teamwork, Leadership, Excellence, Health and Wellbeing which apply at all times, to all staff, in all roles.



Competency	Required Level
Health and Safety	**Fundamental:** Applies JSAs, SWMS and other safety procedures to own work and immediate work area. Maintains a safe workplace and actively participates in hazard identification and reporting. At all times acts in accordance with the principles identified in the Local Government Act and State and Federal Legislation.
Accountability	**Intermediate:** Works under general supervision up to limited supervision. Applies discretion in own task sequencing, may develop job specific systems to assist in the completion of allocated tasks. Receives general direction and selective checking of work.
Judgement and Decision Making	**Fundamental:** Work procedures generally well established. Decisions made impact on local work areas and team. Discretion applied within established procedures. Judgement is limited to own work. May make simple recommendations within local work area.
Time Management	**Intermediate:** Able to manage own workload and prioritise within usual work patterns.
Customer Service	**Intermediate:** Transactional style or routine interaction with members of the public involving known queries. The employee will reflect and always demonstrate the Code of Conduct of the organisation, its values and work with the highest level of integrity.
Financial Management	**Fundamental:** Adhere to set budgets in purchasing. May provide some general feedback in respect to costs and spending derived from operational responsibilities.
Leadership	**Fundamental:** Extent of leadership is setting a positive example through ones own actions to influence peers and supervisors.



Role Specific Competencies

These are the specific competencies required of the role.

Competency	Required Level
Problem Solving	**Fundamental:** Able to solve minor problems that relate to immediate tasks, in accordance with management directives, policies of Council and legislative requirements.
Policy or Legislative Interpretation	**Fundamental:** Apply procedures or work processes to own work.
Conflict Resolution	**Intermediate:** Able to handle a range of routine and usual requests from staff or members of the public and resolve minor differences of opinion and/or requiring further explanation.
Communications Skills	**Intermediate:** Business level written and verbal language skills expected for most roles where a major portion of the communication is written. This includes ability to use standard office programs, including formatting, spellcheck and use appropriate grammar. Able to resolve minor matters.
Report Writing	**Fundamental:** Produce documents involving complex layouts, contribute to reports, submissions and correspondence.
Administration Skills	**Intermediate:** Able to use software to complete more complex administration tasks.
Policy and Procedure Development	**Fundamental:** Research, develop and recommend changes for internal procedures or work processes related to job function.



Project Management	**Fundamental:** Maintain records, filing systems, contract details, variation records and other support and control mechanisms within a project based environment.

Licenses, Registrations, Memberships or Qualifications Required of Role

- Minimum C Class Driver's Licence.

Experience, Skills, Knowledge Required of Role

- Experience in a customer service and administrative support role.
- Experience maintaining electronic records and business systems.
- Experience preparing correspondence, reports and administrative documentation.
- Local government, facilities management or property administration experience desirable.

Confirmation

I have received, read, and familiarised myself with this position description:

Name _____

Signed _____

Date _____

Position descriptions may be reviewed on an annual basis, as part of the Shire's annual performance review process.

