

Leeton Shire Council



POSITION DESCRIPTION

Leeton Shire Council Staff Mission and Values:

- ✓ *Our mission is to be proudly trusted by the Councillors and the Community to deliver for them the very best outcomes in the most effective manner whilst enjoying a harmonious workplace that values and rewards its workforce for service excellence.*
- ✓ *We are a values-driven workforce and are committed to demonstrating a set of shared values that we have cogenerated as a team of staff. These are:*

Trust Respect Integrity Collaboration Communication Innovation

- ✓ *With these values leading how we perform our roles, staff have the chance to develop as leaders in their own right, enjoy a sense of **wellbeing** and **safety** and show and receive **loyalty**.*

POSITION DETAILS

Position Title	General Administration Officer- Leeton Early Learning Centre
Directorate	People & Culture
Department	Business Services
Location	Leeton Early Learning Centre, Valencia Street, Leeton
Salary Grading	Grade 6
Employment Status	Casual
Hours of Work	As required
Supervisor	Assistant Manager- Leeton Early Learning Centre Administration
Staff Reporting to Position	▪ NIL
Key Internal Relationships	▪ Assistant Manager- Leeton Early Learning Centre Administration ▪ Manager/Nominated Supervisor LELC ▪ Other Leeton Shire Council staff as directed by supervisor
Key External Stakeholders	▪ Contractors ▪ General Public ▪ Local Businesses ▪ Government Agencies

PRIMARY PURPOSE OF POSITION

- ❖ To provide efficient and effective administrative and customer services support for the Leeton Early Learning Centre (LELC)
- ❖ Other duties as required by the Assistant Manager- Leeton Early Learning Centre Administration.

This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document.

All staff are expected to demonstrate behaviours that align with Leeton Shire Council core values, Code of Conduct, Child Safe Policy and Equal Employment Opportunity principles.

POSITION ACCOUNTABILITIES AND RESPONSIBILITIES

Finance:

- ❖ Comply with relevant budget processes and procedures, ensuring appropriate charge numbers and costing codes are used

Strategy:

- ❖ Contribute to the review and updating of internal business processes

Customer/Stakeholder:

- ❖ Attend to customer requests and enquiries (phone/counter/electronically)
- ❖ Provide specialist information and advice to customers
- ❖ Inform customers of maintenance and repair work to be carried out that directly impacts them

Operations:

- ❖ Act as the reception point for the Centre by answering the phone and responding to parental enquiries, helping as required
- ❖ Maintain LELC enrolment information including the LELC waiting lists
- ❖ Ensure payment of fees is kept up to date, and undertake any necessary debt recovery action
- ❖ Maintain computer software and hardware upgrades
- ❖ Maintain all necessary filing systems as required at LELC
- ❖ Posting and collection of mail
- ❖ Photocopying/printing for LELC team members as required
- ❖ Manage correspondence and keep records in accordance with Council policies and procedures
- ❖ Make bookings, create schedules and organise appointments for the LELC Manager/Nominated Supervisor and Assistant Manager- Leeton Early Learning Centre Administration.
- ❖ Set up meetings and make relevant arrangements such as catering or technology requirements for internal meetings.
- ❖ Enter data and prepare letters, newsletters, brochures, advertising and reports to Council and LELC standards
- ❖ Create purchase orders, pay invoices, assist with reconcile credit card statements and collect/process payments
- ❖ Monitor and manage stationery requirements as required.
- ❖ Other duties as directed by the Assistant Manager- Leeton Early Learning Centre

WORK, HEALTH & SAFETY RESPONSIBILITIES

Workers have an active role to play in the safety of themselves, all employees of council and members of the public. Workers have the following responsibility, authority and accountability:

- ❖ On commencement, new staff must present evidence of having received current COVID-19 vaccinations.
- ❖ Working safely so as not to put yourself or others at risk.
- ❖ Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented.

- ❖ Cooperating and complying with safe work methods statements, policies and procedures and participating in their development.
- ❖ Reporting all accident, incidents and hazards to your supervisor/manager immediately and participating in accident/incident investigation and risk management activities.
- ❖ Attend all WHS training.

A full list of Leeton Shire Council's WHS responsibilities and accountabilities are available within the 'Conditions of Employment Essential Information' document.

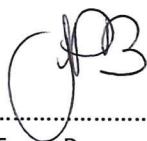
SELECTION CRITERIA

Essential Requirements:

1. Cert II in Business Administration or at least two years relevant work experience in a computerised environment.
2. Be organised, with attention to detail and the ability to meet deadlines when faced with competing priorities.
3. Be a customer focused person with excellent interpersonal skills and the proven ability to relate well with the general public, fellow employees and maintain positive relationships with all stakeholders.
4. Demonstrated working knowledge of Microsoft Office Suite (Word/Excel/Powerpoint/Publisher etc).
5. Possess and maintain at least a Class C driving licence. Failure to retain such licence may be grounds for dismissal.

Desired Requirements:

- ❖ Nil



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Tracy Pearce-Brambley
Executive Manager People & Culture

I hereby accept the terms and conditions set out in this position description for General Admin Officer (casual) - Leeton Early Learning Centre

Dated this day of 20.....

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Signature