

## POSITION DESCRIPTION

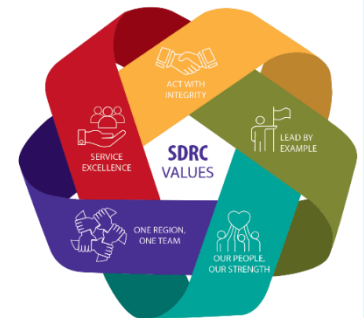
|                        |                                                         |                     |                                                                              |
|------------------------|---------------------------------------------------------|---------------------|------------------------------------------------------------------------------|
| <b>Position Title:</b> | <b>Administration Officer (Waste)</b>                   | <b>Reports to:</b>  | <b>Manager Environmental Services</b>                                        |
| <b>Department:</b>     | Environmental Services                                  | <b>Directorate:</b> | Communities, Planning and Environmental Services                             |
| <b>Stream:</b>         | Stream A admin                                          | <b>Pay Level:</b>   | Level 2 (Division 2 - Section 1)<br>12% superannuation & 17.5% leave loading |
| <b>Award:</b>          | Queensland Local Government Industry Award – State 2017 | <b>Agreement:</b>   | The Southern Downs Regional Council Certified Agreement, as amended          |

### 1.1 THE DEPARTMENT

The Environmental Services department falls within the Community, Planning and Environmental Services directorate and plays a critical role in delivering on the liveability of our region. The Regulatory Services, Local Laws and Waste Management teams cover a diverse range of roles and responsibilities from ensuring food and public health safety, investigating environmental nuisance and pollution incidences, animal control, pest management, environmental sustainability programs and planning and building compliance. Furthermore, the department delivers all aspects of waste operations including roadside collections, waste facilities, investigating waste minimisation and resource recovery opportunities and the strategic management of waste in Southern Downs.

### 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

Support the efficient and effective operation of the Directorate by performing administrative functions and activities relating to Waste, Environment, Health and Local Laws Functions.

## 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 a wide range of administration support and customer service to the Department and the Directorate.
- Assist with general enquiries and administration of waste management functions.
- Operational responsibility for all waste administration and assisting with environmental health and local laws administration, requiring sound judgement, initiative, confidentiality and sensitivity in performance of work.
- 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.
- Carry out general activities in the operation of the Department and the Directorate.

Other duties as directed by the supervisor.

## 1.5 SELECTION CRITERIA

### ESSENTIAL CRITERIA

1. Highly developed interpersonal skills including the ability to build effective working relationships with a diverse range of staff from across the organisation.
2. Knowledge of and commitment to excellent customer service.
3. Extensive office administration experience including strong written communication skills.
4. The ability to develop a working knowledge of a diverse range of functions and tasks.
5. High level keyboard skills and experience in current office computer programs.
6. Demonstrated ability to manage time effectively to achieve outcomes within required timeframes.
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

- Relevant qualifications of at least certificate level.

## 1.11 OTHER POSITION REQUIREMENTS

### PROBATION PERIOD

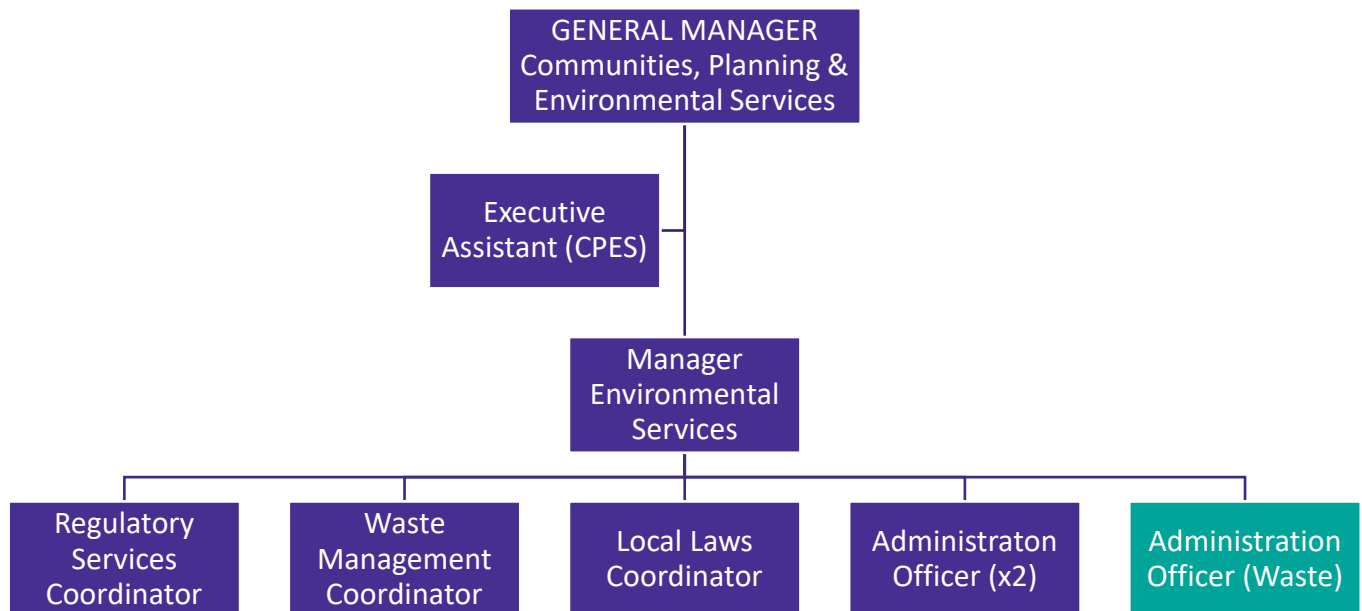
- This role is subject to a three (3) month Probation period to a maximum of six (6) months, during which time the employee will be assessed for suitability as part of ongoing development in the role.

### 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.