



City of
Kalgoorlie
Boulder

Position Description

Position Title: **Administration Officer - Facilities**

Position Details

Position Number	2822
Position Classification	Level 6/1 – 6/7
Status	Permanent – Full Time
Directorate	Advocacy and Strategy
Business Unit	Facilities
Work Location	Administration Building
Reports To	Manager Facilities
Supervisory Responsibility	No direct/indirect supervisory responsibilities

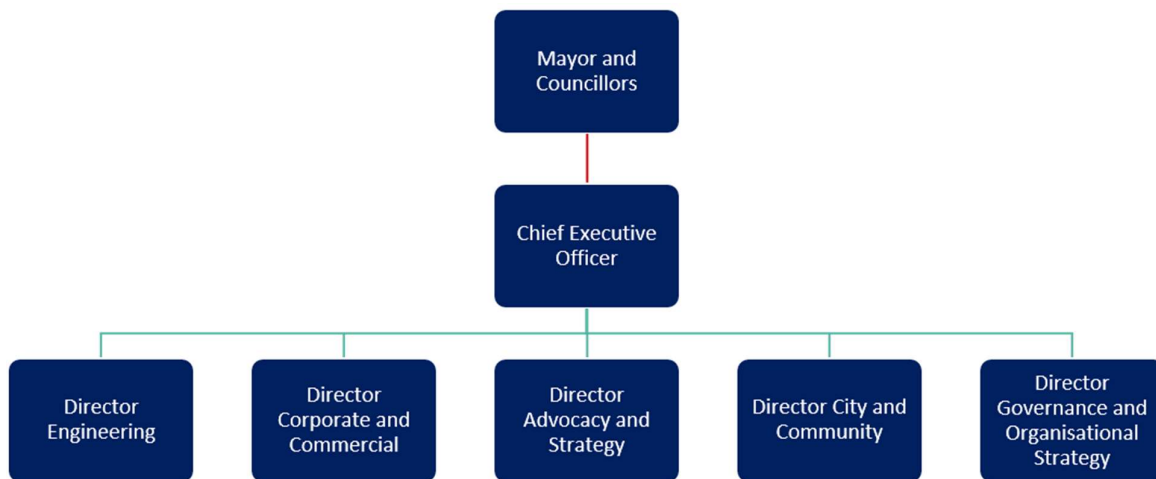
Organisational Overview

The City of Kalgoorlie-Boulder is a thriving regional city covering an area of 95,000 km² and home to over 30,000 people.

The City owns and manages contemporary community facilities, hosts a range of first-class events, and provides significant community investment in grants and sponsorships.

The City employs 400 plus staff members who operate out of eight City facilities. The Council employs the CEO, who is supported by the Executive Leadership Team, whose structure is set out below.

Organisational Structure



Vision, Mission and Corporate Values

VISION

Connected by its many communities, abundant in economic and lifestyle opportunities.

By 2050, Kalgoorlie-Boulder is a thriving, sustainable, and globally connected regional city — shaped by our Goldfields legacy and a rich Aboriginal heritage.

Kalgoorlie-Boulder is more than a place to live — it's a place of opportunity and innovation, where diverse industries, quality infrastructure, and lifelong learning contribute to a city where families and businesses grow and prosper, communities connect, and visitors feel welcome.

MISSION

'Working together for the place and people we call home.'

ACTRITE

Our Values for Performance and Accountability

Guiding our culture of performance, integrity, and impact

- A Accountability** We take ownership of our actions and outcomes, delivering on our commitments.
- C Collaboration** We work together with shared purpose to achieve common goals.
- T Teamwork** We support one another, celebrate success and grow stronger together.
- R Respect** We treat others with dignity, value diverse perspectives and build inclusive relationships.
- I Integrity** We act with honesty, fairness, and ethical responsibility in all we do.
- T Transparency** We communicate openly, share information freely and foster trust.
- E Excellence** We pursue high standards, continuous improvement and impactful results.

Together, we ACTRITE.

Position Objectives

To provide efficient and high-quality administrative, financial, and operational support to the Manager Facilities, including oversight and coordination of financial processes, to ensure effective governance, accuracy and service delivery across City Facilities, with a particular focus on supporting the Goldfields Arts Centre.

Key Responsibilities & Duties

Key accountabilities

- Provide high-level administrative support to the Manager Facilities, including calendar coordination, meeting scheduling and document preparation.
- Draft, proofread and distribute correspondence, reports and communications for the City's facilities operations, ensuring accuracy and timely follow-up of actions.
- Prepare agendas, minutes and action registers, and track key actions, deadlines and project milestones across facilities operations.
- Maintain operational registers, maintenance records and compliance documentation in line with City policies and procedures.
- Undertake financial administration including purchasing, accounts processing, reconciliations and expense monitoring for the Goldfields Arts Centre and other City Facilities as required.
- Assist with budget tracking and reporting for the Goldfields Arts Centre and broader Facilities operations, including monitoring expenditure against budget allocations.
- Review and monitor financial transactions across Facilities operations to ensure accuracy, compliance and consistency, including verifying that revenue, bookings and transactions are correctly entered by facility staff.
- Support the identification and investigation of discrepancies in financial records and escalate issues to the Manager Facilities where required.
- Monitor and support compliance with relevant policies, procedures and legislative requirements across Facilities operations.
- Maintain accurate financial records and support preparation of routine financial reports.
- Maintain accurate filing systems, registers and records in accordance with City governance requirements.
- Contribute to continuous improvement by identifying process efficiencies and supporting implementation of improved systems and practices, including improvements to financial and administrative processes.
- Provide administrative support across City Facilities as required.
- Undertake other duties as directed by the Manager Facilities.

Key Performance Indicators

- Proactively monitor facilities operations actions on behalf of the Manager, with implementation of successful tracking and accountability processes.
- Collaboration and ongoing support to broader facilities operations to achieve business and process improvements for the organisation's administration.
- Actively monitor issues within the facilities operations with a high level of judgement and decision-making to keep the Manager informed.

- Compliance with City policies and procedures.

Judgement & Decision Making

- Respond promptly to instructions and where necessary seek clarification to ensure effective completion of work.
- Self-manage workload and apply good judgement and problem-solving skills to situations with tact, appropriate discretion and maintaining confidentiality.
- Apply legislation and Council policy direction to decision-making with guidance from the Director where required.
- Work together effectively with Manager and team colleagues to develop efficient operational practices and standards.
- Apply knowledge and skills to ensure consistent quality outcomes as well as a willingness to adapt to changing processes.

Skills & Knowledge

- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Advanced computer skills and knowledge of the full MS Office suite of applications.
- Strong planning and organisational skills including the ability to manage calendars, with proven ability to meet deadlines and manage multiple tasks.
- Highly developed communication and interpersonal skills including ability to liaise effectively, sensitively and courteously with internal and external stakeholders and build effective relationships across the organisation.
- Expert level written and verbal communications with proficiency in grammar, spelling, proofreading and drafting of standard correspondence.
- Understanding of governance frameworks and local government experience.
- Demonstrated ability to effectively research and analyse information.
- Current satisfactory National Police Clearance.
- Current WA "C" Class driver's license.

Behavioral Responsibilities

- **Accountability** - We take ownership of our actions and outcomes, delivering on our commitments.
- **Collaboration** - We work together with respect and shared purpose to achieve common goals.
- **Teamwork** - We support one another, celebrate collective success and grow stronger together.
- **Respect** - We treat others with dignity, value diverse perspectives and build inclusive relationships.
- **Integrity** - We act with honesty, fairness and ethical responsibility in all we do.
- **Transparency** - We communicate openly, share information freely and foster trust.
- **Excellence** - We pursue high standards, continuous improvement and impactful results.

Corporate responsibilities

- Adhere to all City of Kalgoorlie-Boulder policies and procedures.
- Understand the principles of strong customer service and undertake duties in accordance with the City's Customer Service Charter.
- Ensure that all stakeholders are dealt with in a timely, courteous, and professional manner.

- Takes responsibility for and actively undertakes risk management activities in accordance with the City's Risk Management requirements.
- Promote positive and collaborative culture and values of the organisation through open, fair, and transparent decision-making and ethical, professional behaviour.
- Ensure that you take reasonable care to ensure your own health and safety and that of others.

