Position Description

Date Reviewed:	June 2024	
Position:	Administration Officer - Works	
Business Unit:	Works	
Directorate:	Assets & Operations	
Location:	Operations Centre	
Reports to:	Business Manager Works	
Remuneration:	Grade 5	
Award Classification:	Band 2 Level 1	
Hours of Work:	35 Hours Per Week 43 minute lunch break 9 day fortnight	This role may be subject to an Individual Hours Agreement as per Council's Flex First Procedure.

Council Vision & Mission



Passion - Strive to always be at your best & to support colleagues to be at their best to provide outstanding service & outcomes.

Respect - Commit to always treating everyone in ways you would personally value being treated.

Innovation - Collaborate to creatively problem-solve with team members to generate new ideas being mindful of policy requirements.

Dedication - Be determined, resilient and relentless in delivering quality outcomes for the community regardless of the obstacles encountered.

Excellence - Commit to achieving & leading best-practice in our sector.

Council Overview

Goulburn Mulwaree Council is a local government area located in the Southern Tablelands of New South Wales, encompassing Goulburn, Marulan, Tarago, Towrang and other villages.

The council was formed in 2004 as the Greater Argyle Council as an amalgamation of Goulburn City and parts of the former Mulwaree Shire. It was renamed in 2005 to Goulburn Mulwaree Council. Goulburn Mulwaree Council encompasses a land area of 3223 square kilometres and has a current population of 30,852 people.

The region produced over $1.45 billion in Gross Regional Product in 2018 with our largest employing industries being Health Care & Social Assistance, Retail Trade, Public Administration & Safety and Construction.

Council is responsible for the provision of water, sewer, and waste services along with maintenance of the region's road networks and construction of an exciting capital works program which is delivering projects such as a redeveloped Aquatic Centre, new Performing Arts Centre and the popular Adventure Playground. Council also manages the Goulburn Library, Community Centre, Water Works, Museums, Visitor Information Centre and other cultural facilities.

Position Statement

This position is responsible for providing a high level of administrative support and assistance to the Works Business Unit, to enable the completion of Council's Capital Works and Maintenance Programmes.

Position Duties

- Support and assist the Assets & Operations directorate staff in both administration and technical roles to enable the completion of Council's Capital Works and Maintenance Programmes.
- Provide administration support in relation to Business Manager Works and associated supervisory staff, as required, within the directorate including the following:
    - Assist Business Manager preparing Council, Executive and Committee reports
    - Preparing memos, letters, reports, presentations and documentation
    - Conduct internal mail and file circulation
    - Filing, document registration and records management
    - Photocopying and use of general office equipment.
    - Data entry
    - Preparation and distribution of agendas and minutes for business unit meetings
    - Stationery management
    - Attend Council Committees as Support Officer, including preparation of agendas and minutes
    - Prepare Council and community publications/notifications
- Update Service Response System, Snap Send Solve, Scheduled Works Data Base, RIDonline and OneRoad as required.
- Administration of the gravel royalties process for Council and Council licensed pits.
- Maintain the maintenance Grading Programme and Roadside Vegetation records, in conjunction with the Works Supervisors, as required.
- Assist in the preparation of quotation, contract and tender documents.
- Attend to enquiries from the public.
- Assist in the preparation of Project Management Plans and pre works checklists for Capital Works projects.
- Assist with the preparation of WHS documentation required for Works Crews.
- Assist in the preparation of RMCC documentation as required.
- Arrange location of services for works to be done for relevant Operations staff.
- Assist with procurement, requisitions, and ordering and processing of invoices.
- Carry out other duties that are within the limits of the employee's skills, competence and ability as required by Goulburn Mulwaree Council.
- All staff are responsible and accountable for creating and keeping accurate and complete records of their business activity in accordance with Council's Records Management Policy and the Code of Conduct.

Essential Selection Criteria

- Tertiary qualifications in Administration/Business Certificate III or equivalent experience.
- Demonstrated experience in an Administrative Support position including computer skills in the Microsoft Office suite of products including Excel.
- Demonstrated excellent interpersonal, oral and written communication skills with the ability to prepare correspondence and reports.
- Demonstrated ability to work both independently and as part of a team.
- Proven customer services skills with experience in managing difficult customers.
- Class C Drivers Licence.
- Demonstrated ability to emulate Council's values of passion, respect, innovation, dedication and excellence and to strive to achieve our vision and mission.

Desirable Selection Criteria

- Knowledge and understanding of roles and responsibilities under the Work Health and Safety Act 2011.
- Previous experience in a Local Government environment.
- Demonstrated knowledge and experience of Local Government Tendering processes.

Competencies

Entry Level:	Satisfactorily meets essential requirements
Level 1:	• Demonstrate ability to provide a high level of quality customer service to department • Demonstrated ability to collect and process information in response to a request • Demonstrated ability to provide high level administrative support including presentations and managing databases
Level 2:	• Demonstrated ability to prepare and finalise RFQ and RFT documentation • Demonstrated ability to prepare meeting agenda's and minutes • Demonstrate ability to manage difficult customers
Level 3:	• Demonstrated understanding of Councils Schedule Maintenance and Capital Works programs • Demonstrated understanding of Project Management Plan Development applicable to Construction Management Projects
Level 4:	1 year of satisfactorily demonstrating the LEAP commitments at the level required for the role

WHS Performance Measures & Responsibilities – All Employees/Workers

Responsibilities:	Performance Measures:
Take reasonable care for their own health and safety and ensure their acts or omissions do not adversely affect the health and safety of others.	Adhere to all safe working procedures including verbal instructions given by Managers/Supervisors. Demonstrate reasonable care of themselves and others who may be affected by their actions.
Ensure, so far as is reasonably practical, all work is performed to comply with requirements of the WHS Act and Regulations, Councils policies and procedures relating to health and safety in the workplace that they have been notified of.	Demonstrated adherence to WHS Policy and procedures. Signed acknowledgement sheets of policies and procedures that all workers have been informed of.
Assist in carrying out risk assessments and developing Safe Work Method Statements (SWMS) and Safe Work Procedures (SWPs).	Evidence of participation in performing risk assessments for all duties. Evidence of participation in developing Safe Work Method Statements (SWMS) and Safe Work Procedures (SWPs).
Ensure all work is performed in accordance with site specific risk assessments, Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs).	Demonstrated adherence to site specific risk assessments. Demonstrated use of Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs).
Report all identified hazards, accidents/incidents, and near misses to Manager/Supervisor.	Actively monitor the workplace to determine presence of hazards and initiate actions to rectify/eliminate the hazard. Reporting all hazards, accidents, incidents, and near misses to Managers/Supervisor in a timely manner.
Use and maintain all safety equipment and personal protective equipment (PPE) in accordance with relevant standards.	Demonstrated use and maintenance of safety equipment and PPE.
Commitment to WHS and promote a risk assessment approach to all activities performed by Council.	Participate in risk assessment process and the development of Safe Work Method Statements or Safe Work Procedures. Attend toolbox and other meetings relating to WHS requirements.
Have a sound understanding of the WHS requirements associated with their employment duties.	Attendance at WHS training sessions. Demonstrated awareness of WHS responsibilities outlined in position description.

Job Demands Checklist

The purpose of this section is to describe the physical and psychological risk factors associated with the job. Applicants must review this form to ensure they can comply with these requirements and successful applicants will be required to sign an acknowledgment of their ability to perform the job demands of the position.

Frequency Definitions
Occasional: Activity exists up to 1/3 of the time when performing the task
Frequent: Activity exists between 1/3 and 2/3 of the time when performing the task.
Constant: Activity exists more than 2/3 of the time when performing the task.
Repetitive: Activity involves repetitive movements.

Demands	Description	Frequency				
		O	F	C	R	N/A
Physical Demands						
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels		√			
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery					√
Hand/Arm Movement	Tasks involve use of hands/arms – e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.				√	
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.		√			
Standing	Tasks involve standing in an upright position without moving about					√
Driving	Tasks involve operating any motor powered vehicle Types of vehicles:					√
Driving	Tasks involve driving vehicle on unsealed roads.					√
Sitting	Tasks involve remaining in a seated position during task performance				√	
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.	√				
Walking/Running	Tasks involve walking or running on even surfaces		√			
	Tasks involve walking on uneven surfaces					√
	Tasks involve walking up steep slopes					√
	Tasks involve walking down steep slopes					√
	Tasks involve walking whilst pushing/pulling objects					√
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees					√
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, cherry-pickers etc. anything where the person stands on an object other than the ground.					√
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms					
	1. Light lifting/carrying (0-9 Kg)		√			
	2. Moderate lifting/carrying (10-15 Kg)					√
	3. Heavy lifting/carrying (16 Kg and above)					√
Digging	Tasks involving manual digging					√
Pushing/Pulling	Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking.					√
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.					√
Manual Dexterity	Tasks involve fine finger movements – i.e. keyboard operation, writing.				√	
Sensory Demands						
Sight	Tasks involve use of eyes (sight) an as integral part of task performance – i.e. looking at screen/keyboard in computer				√	

Demands	Description	Frequency				
		O	F	C	R	N/A
	operation, working in dark environment, working at night.					
Hearing	Tasks involve working in a noisy area – e.g. workshop and/or operation of noisy machinery/equipment					√
Smell	Tasks involve the use of the smell senses as an integral part of the task performance – e.g. working with chemicals					√
Taste	Tasks involve use of taste as an integral part of task performance					√
Touch	Tasks involve use of touch as an integral part of task performance					√
Psychological Demands						
	Working with animals					√
	Dealing with dead or injured animals etc.					√
Psychosocial Demands						
	Tasks involving customer service (members of the public & clients)		√			
	Tasks involve interacting with distressed or angry people	√				
	Tasks involve interacting with people with mental illness/disability	√				
Exposure to Chemical Hazards						
Dust	Tasks involve working with dust – e.g. sawdust					√
Gases	Tasks involve working with gases					√
Fumes	Tasks involve working with fumes – i.e., which may cause problems to health if inhaled. e.g. herbicides & insecticides, water treatment etc					√
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin – e.g. dermatitis					√
Hazardous Substances	Tasks involve handling hazardous substances including storage and/or transporting.					√
Working Environment						
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance – e.g. glare					√
Sunlight	Exposure to sunlight					√
Temperature	Tasks involve working in temperature extremes – e.g. working in a cool room, working outdoors, boiler room					√
Confined Spaces	Tasks involve working in confined spaces					√
Accident Risk						
Surfaces	Tasks involve working on slippery or uneven surfaces					√
Housekeeping	Tasks involve working with obstacles within the area – bad housekeeping					√
Heights	Tasks involve working at heights below knee level and/or above shoulder height.					√
Manual Handling	Tasks involve manual handling.	√				
Biological Hazards						
Biological Products	Tasks involve working around wastewater/garbage etc.					√

Acknowledgement

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Council from time to time as necessary.

Employee Name:	
Signature:	
Date:	