

Position Description

Date Reviewed:	July 2026	
Position:	Administration Officer - Executive Services	
Business Unit:	People, Capability & Safety	
Directorate:	Executive Services	
Location:	Civic Centre	
Reports to:	Human Resources Coordinator	
Remuneration:	Grade 5	
Award Classification:	Band 2 Level 1	
Hours of Work:	35 hours per week 8:30am – 5:00pm 9-day fortnight 30 minute lunch break	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.

Position Statement

This position is responsible for providing a wide range of administrative support related to the functions of the Executive Services directorate, including but not limited to People, Capability & Safety, Governance, Communications, Economic Development, and the Executive Office.

Position Duties

- Attend to telephone, face to face and email enquiries and compose written correspondence as required
- Undertake scanning, formatting, document processing, file retrieval, and registering into Council's electronic records management system
- Process credit card reconciliations, reimbursements and invoices as required
- Assist with updating Council's website and social media content
- Assist with Council events, functions, meetings, workshops, booking accommodation, catering and room hire where required
- Order stationery and office supplies as required
- Maintain and update employee records, organisational structures, HR systems, position descriptions and communication channels to ensure changes that arise within the workforce and structure are accurately reflected and communicated
- Provide administrative assistance to Council's learning and development function, including the preparation of learning materials and documentation, maintenance of training records and Council's Verification of Competency systems, and coordination of courses and other learning and development activities
- Coordinate the GMC work placement program
- Provide administrative support to the first aid management process
- Assist with major departmental projects as required
- Carry out other duties that are within the limits of the employees 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 Councils Records Management Policy and the Code of Conduct

Essential Selection Criteria

- Administration/Business Certificate III qualification and/or demonstrated equivalent experience in an administrative position including computer skills in the Microsoft Office suite of products
- Demonstrated interpersonal, oral and written communication skills including the ability to demonstrate confidentiality
- Demonstrated ability to work collaboratively and in support of diverse business needs in a fast-paced work environment
- Demonstrated exceptional attention to detail, organisational and multitasking skills
- Class C Drivers Licence
- Current NSW Working with Children Check
- 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

- Demonstrated experience in a human resources, governance, or other executive services related field
- Previous experience working in a learning and development environment, or an interest in the field
- Previous local government experience or experience working in a political environment
- Demonstrated experience in graphic design

Competencies

Entry Level:	Satisfactorily meets essential criteria
Level 1:	• Demonstrated ability to respond effectively to challenging situations in a political and highly confidential environment • Demonstrated ability to assist in the coordination of events, ceremonies and/or workshops
Level 2:	• Demonstrated ability to provide administrative support across the full employee lifecycle from commencement to separation • Completion and implementation of a data management improvement initiative
Level 3:	• Undertake a review of Council's Work Placement program and implement improvements
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	NA
Physical Demands of Job Tasks						
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	√				
	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				√	

Demands	Description	Frequency				
		O	F	C	R	NA
Sensory Demands of Job Tasks						
Sight	Tasks involve use of eyes (sight) an as integral part of task performance – i.e. looking at screen/keyboard in computer 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 Waste water/ 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:	