



POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	ADMINISTRATIVE OFFICER
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT NO. 16, 2025
CLASSIFICATION:	MOA Level 3
DEPARTMENT / DIVISION:	COMMUNITY DEVELOPMENT/COMMUNITY DIVERSITY & INCLUSION
POLICE CLEARANCE:	NOT REQUIRED
REPORTS TO:	TEAM LEADER – COMMUNITY DIVERSITY AND INCLUSION
DIRECT REPORTS:	NIL
POSITION NUMBER:	001051

POSITION OBJECTIVES:	- To implement and maintain corporate administrative systems for the Community Diversity and Inclusion Division and broader Community Development Department as required - To provide a comprehensive administration service and ensure that administrative processes and systems operate efficiently across the Community Diversity and Inclusion Division and broader Community Development Department as required - To provide prompt, courteous and high-quality customer service when dealing with all levels of enquiries from other Departments, external stakeholders and the public.
VALUES AND BEHAVIOURS:	These Values empower us to REACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work. Respectful - Create a sense of belonging & pride in the Salisbury community - Respect individual differences - Speak up when you don't feel respected, or are not being treated respectfully - Look after the wellbeing of our community, ourselves and those around us Empowerment - Take initiative and act with confidence - Make informed decisions and own the outcome - Share ideas, feedback and solutions - Learn and grow while supporting others to do their best work Accountable - Take personal ownership and follow through

	• Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important Collaborative • Work together, committed to a common purpose • Openly share information • Find ways to connect people for better outcomes Helpful • Listen and focus on what we can do • Create new futures and look for opportunities • Make a positive difference
KEY RESPONSIBILITIES:	Provide a comprehensive, responsive and professional administrative service to the Community Diversity and Inclusion Division and Community Development Department, including: • Provide day-to-day administrative support, including coordination of correspondence, records, documentation and other administrative processes. • Provide administrative and logistical support for divisional and departmental meetings, committees, working groups, forums, community activities, workshops, seminars, conferences and events. • Prepare, coordinate and distribute meeting agendas, papers, minutes and other documentation, including providing minute-taking support as required. • Provide administrative assistance with newsletters, communications, promotional materials and website content in accordance with Council processes and requirements. • Process invoices, raise purchase orders and undertake other financial administration, including Corporate credit card purchases and reconciliations, in accordance with Council policies, procedures, delegations and approved budgets. • Process incoming and outgoing mail and correspondence, ensuring items are appropriately distributed and actioned. • Coordinate facilities, catering, equipment, supplies, registrations and other logistical arrangements for meetings, training, professional development activities and events. • Maintain accurate and appropriate administrative records, databases, registers and filing systems to support the effective operation of the Division and Department. • Provide timely, professional and courteous customer service to Council staff, external stakeholders, community organisations and members of the public. • Provide administrative support across other areas and roles within the Community Development Department as required, including short-term coverage for administrative positions and temporary support to the Personal Assistant to the General Manager, Community Development, or other administrative roles to maintain continuity of service. • Undertake other related administrative duties as required, consistent with the position's level of responsibility and capability.
WHS RESPONSIBILITIES:	• Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions. • Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation to the above. • Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting.

	- Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. - Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council's Drug and Alcohol Policy. - Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).
GENERAL RESPONSIBILITIES:	- To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time. - To manage all Corporate Records in accordance with required procedures. - Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
COMPETENCIES:	To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing
ESSENTIAL SELECTION CRITERIA:	- Previous demonstrated experience working as an Administration Officer. - Excellent written and verbal communication skills, with the ability to edit correspondence to a high standard. - Excellent demonstrated experience in delivery of high quality customer service to a broad range of internal and external customers, including people from diverse backgrounds. - Experience working with people with complex needs and disability groups. - Exercise confidentiality with case-sensitive material and correspondence. - Ability to work autonomously with little direction and contribute to the team as a whole. - Ability to prioritise own work to ensure deadlines are met, and communicate any changes in priorities to others.
DESIRABLE SELECTION CRITERIA:	- Sound knowledge of Microsoft Office Suite. - Experience in using Pathway, Objective and other corporate systems. - Formal minute taking skills with excellent typing skills. - Exercise initiative and judgement where procedures are unclear or work tasks require prioritising. - Previous experience working within Local Government.
SPECIAL CONDITIONS:	Some work after hours will be required from time to time.
EXTENT OF AUTHORITY:	Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.

POSITION INCUMBENT NAME:	SIGNATURE:	DATE: