



Position Vacant – Rates Officer

For full details and requirements of the role – Please refer to the Position Description

BENEFITS AND CONDITIONS

Employment will be in accordance with the Local Government Industry (Stream A) Award State – 2017 and Balonne Shire Council Certified Agreement

- Prior to appointment, the chosen applicant will need to successfully complete a Pre-Employment Medical Examination and a Criminal History check
- Salary cash component – Level 3 - \$66,290 - \$70,296 per annum.
- Optional 19 day month.
- 5 weeks Annual Leave with 17.5% loading per annum
- 15 days Sick Leave per annum.
- Council offers employees the ability to salary sacrifice some expenses such as rent through a salary packaging arrangement
- Balonne Shire Council is an equal employment opportunity employer and offers a smoke free working environment
- Superannuation – Guarantee Levy (10.5%) applicable on commencement of employment. Contributions at the rate of 6% (employee) & 13% (employer) are compulsory after 12 months employment. Personal contributions are able to be salary sacrificed
- Any other terms and conditions may be negotiated with the successful applicant

HOW TO APPLY

All applications **must** include:

- A completed Application for Employment Form
- Cover letter
- Resume
- Responses to the selection criteria – found under Position Requirements in the Position Description

Applications may be submitted via email, hand delivered or post as follows:

Email: recruitment@balonne.qld.gov.au

Hand delivered: 118 Victoria Street, St George QLD

Post: PO Box 201, St George QLD 4487

Please quote Council reference – 22-23-036

For further enquiries regarding this vacancy and associated selection process, please contact Mrs Michelle Clarke on 07 4620 8888.

Note: All information submitted by an applicant for this role is subject to the Right to Information Act 2009. As a result, information submitted by all applicants may be released under the Act if requested.

APPLICATIONS CLOSE – 5pm, Tuesday 13 December 2022

Matthew Magin
CHIEF EXECUTIVE OFFICER

Position Description – Rates Officer

POSITION DETAILS			
DEPARTMENT:	Finance and Corporate Services		
POSITION:	Rates Officer		
REPORTS TO:	Manager Financial Services		
DIRECT REPORTS:	Nil		
PRINCIPAL LOCATION:	118 Victoria Street, St George		
POSITION PURPOSE:	The Rates Officer is responsible for maintaining Council's property and rating system including property transfers, valuations, water and rates billing, debt recovery and preparation of financial reports. This position may be required to provide relief for front counter reception and other administrative areas		
POSITION REQUIREMENTS			
TYPE	ESSENTIAL		DESIRABLE
QUALIFICATIONS	1. Current C Class open drivers licence		1. Cert III or IV Local Government - Rates Administration or Financial Management
SKILLS	2. Ability to interpret and apply policies, procedures and legislative requirements 3. Sound financial, analytical and problem-solving skills, with a proven ability to use initiative, investigate issues, collect and analyse data and to make recommendations on solutions 4. Demonstrable ability to work unsupervised, meet demanding deadlines and deliver high quality outcomes 5. Demonstrable high level customer service and communication skills with an ability to liaise effectively with stakeholders in a culturally diverse environment 6. Highly developed computer skills, including proficiency using the Microsoft Office suite; experience with SynergySoft and MAGIQ would be advantageous		
EXPERIENCE	7. Minimum two (2) years' relevant professional experience, in similar positions		2. Experience in a local authority
IMMUNISATION REQUIREMENTS			
The ticked boxes indicate the immunisations required for this role in accordance with the BAL-1044 Immunisation Procedure .			
<input type="checkbox"/> Influenza	<input type="checkbox"/> Hepatitis A	<input type="checkbox"/> Varicella (chickenpox)	<input type="checkbox"/> Pertussis (whooping cough)
<input type="checkbox"/> Tetanus	<input type="checkbox"/> Hepatitis B	<input type="checkbox"/> MMR	<input type="checkbox"/> Rabies
<input type="checkbox"/> Q Fever	<input type="checkbox"/> Other:		

Position Description – Rates Officer

POSITION KPI's

Key performance indicators for the position are developed in consultation with the employee as part of their annual performance appraisal.

AUTHORITY/DELEGATION

Works independently, as well as in a team, within general guidelines and objectives provided by the Manager Finance Services. This position has delegated purchasing authority in accordance with **Council's Delegation Register**.

RESPONSIBILITIES

MINIMUM RESPONSIBILITIES

- To work in a competent, professional, and ethical manner at all times, respecting clients and fellow workers.
- Work in a safe manner at all times and report any workplace risks.
- To comply with all Council policies, practices and procedures and fulfill Council reporting functions as required.
- Communicate all health and safety matters to supervisors where applicable.
- Abide by and assist in maintenance of the Council's Safety Management System
- To be punctual and reliable
- To report problems or difficulties encountered
- Contribute to the Council with suggestions for improvement
- Monitor personal qualifications and licences to ensure currency
- All council employees are bound by the *Queensland Local Government Act 2009* to act with integrity, and in a way that shows a proper concern for the public interest. All employees are responsible for acting in accordance with the Balonne Shire Code of Conduct and relevant policies, procedures and protocols as may be applicable.
- Communicate reliably and regularly, especially when working alone.
- Be environmentally responsible by minimising wastage without compromising safety or effectiveness

KEY RESPONSIBILITIES

The key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. the key responsibilities include:

Accounts Receivable - Rates

- Perform specialised local government levying activities, including but not limited to:
 - implement developed rating models and prepare statistical information for budget considerations
 - prepare and process Council's rates levy and issue of notices
 - undertake monthly reconciliation of the rates system to the corporate finance system
 - update interest on outstanding rates balances
 - maintain changes to rating information (valuations, subdivision, amalgamations, addresses, transfers, services)
 - perform end of financial year rates reconciliations
- Prepare and reconcile the Emergency Levy and rural fire returns including liaising with the Rural Fire Boards and Queensland Fire & Emergency Services to conduct fire levy integrity checks against defined fire mapping layers, and coordinate and implement fire levy corrections due to boundary changes
- Process rate concessions for pensioners, and prepare and reconcile rebate claims on a regular basis as required
- Coordinate the sale of land for rates arrears
- Process requests for property and rates searches for conveyancing purposes
- Perform integrity checks of the rating system to ensure rates and charges are in accordance with Council's approved budget and policies
- Prepare reports to Council as required
- Issue notices including annual water billing notices and river water consumption notices
- Maintain water account information including meter readings, add new and record changes to meters
- Investigate and resolve excess water disputes
- Take appropriate debt recovery action as necessary utilising Council's recoveries agency
- Respond to enquiries from internal and external customers regarding rating queries
- Assist in the development, review and implementation of policy and procedures for rates, charges and related matters, in consultation with the Manager Financial Services

Position Description – Rates Officer

- Perform other duties within your capabilities as directed

MANAGEMENT SYSTEMS RESPONSIBILITIES

Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities:
 - changing workforce capabilities through multiskilling, succession planning, knowledge management
 - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live the values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self
- Willingness to actively participate in all training provided

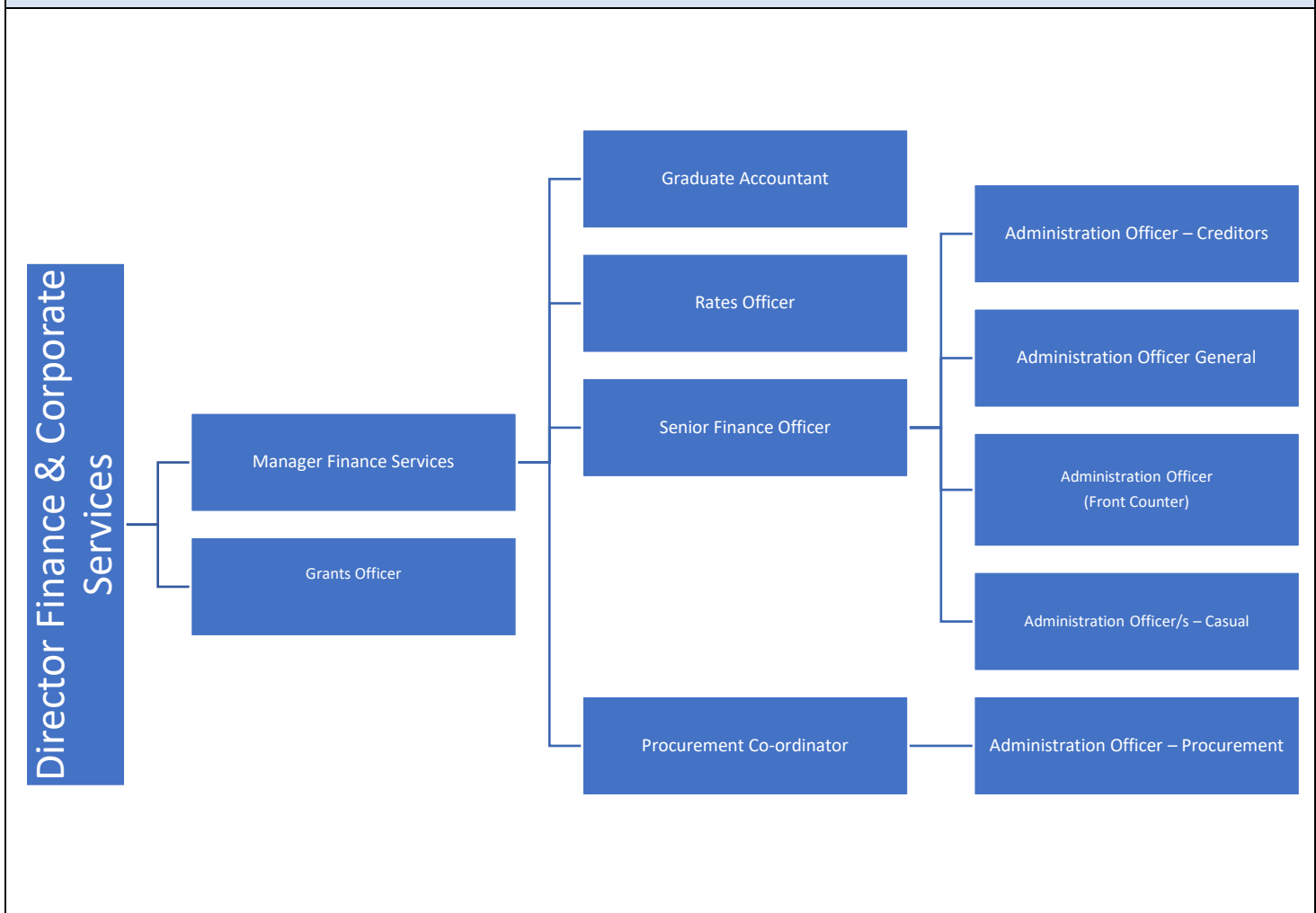
Workplace Health & Safety & Risk Management

- Be responsible and accountable for adhering to the WHS Obligation & Responsibility Statements applicable to the position. A copy of the current Obligations and Responsibility Statement will be provided as part of induction. All safety documentation is available in Council's safety management system.
- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments.
- Maintain knowledge of safe work procedures in relations to maintenance and construction work
- Undertake a vaccination risk assessment and ensure required vaccinations are completed
- Ensure compliance with COVID Safe Plans as applicable
- Report all matters beyond your authority promptly
- Take all practical measures to ensure that your workplace is safe and without risk to health or property

ADMINISTRATION RESPONSIBILITIES

- Provide administrative support to the Finance & Corporate Services Department
- Answer incoming telephone calls, take and relay messages and assist with customer enquiries referring to other relevant sections of Council as required
- Provide courteous and professional customer service to internal and external customers and conduct all transactions in an ethical and efficient manner
- Provide general administration support duties including relieving other Officers as required, responding promptly to telephone enquiries and conveying messages, and completing correspondence and reports as required
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required
- Provide appropriate information as requested to assist with the preparation of annual estimates of expenditure in the section, and to report to the Manager Finance Services circumstances which may cause significant variances in actual expenditure from approved estimates as soon as identified
- Ensure that requests are investigated, acted on and reported upon in accordance with Council Policy
- Keep the Manager Finance Services appropriately and adequately informed on the current state of activities in the section and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

ORGANISATIONAL STRUCTURE



Application for Employment

Please complete this form for **each** position being applied for. You **must** attach a resume and cover letter to your application. You may also wish to attach additional supporting documentation.

Position: Rates Officer	Reference Number: 22-23-036
Applicant Details	
Surname:	First name:
Postal Address:	
Contact Number:	Alternate Number:
Email Address:	
Summary of Work History	
Current Employer:	Commenced: / /
Location:	
Main Duties:	
Previous Employer:	Commenced: / /
Location:	Concluded: / /
Main Duties:	
Previous Employer:	Commenced: / /
Location:	Concluded: / /
Main Duties:	

Application for Employment

Licences, Certificates and Qualifications

C – Car Other:

Experience

Have you ever performed in a supervisory role? Yes No

Estimated total length of experience:

- Less than 2 years
- Between 2 years and 5 years
- Between 5 years and 10 years
- More than 10 years

In which industry did you gain the majority of this experience?

- Rural Industry
- Mining Industry
- Road Construction / Maintenance
- Other Construction / Maintenance
- Combination of most of the above
- Other:

Application Questions

Do you require any special arrangements at an interview? Yes No

If yes, please provide details below: _____

Do you hold a current Queensland Driver's Licence? Yes, number: _____ No

What is your current residency status?

- Australian Citizen
- New Zealand Citizen
- Resident of Australia
- Other:

Do you have proof of Right to Work in Australia in accordance with the Department of Immigration and Citizenship guidelines? Yes No Non-citizen with a valid visa that provides work rights

Where did you find this advertisement?

- Seek
- Facebook
- Other social media
- Other:
- Employee referral
- Newspaper
- Council website

Referees

Please list the names of two (2) professional referees who are in a position to provide a reference about your work performance:

Reference No. 1

Name:		Contact Number:
Organisation:		Direct Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No

Reference No. 2

Name:		Contact Number:
Organisation:		Direct Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No

Declaration

I declare that, to the best of my knowledge, the answers to the questions in this application are correct, and I understand that, if any false or deliberately misleading information is given or any material fact suppressed, I will not be accepted for employment by Council. If such information or fact is discovered after I have been employed by Council, my employment may be terminated. I understand that I may be required to undergo a pre-employment functional assessment, criminal history check, drug and alcohol test prior to commencement of employment.

Have you attached a copy of your **resume** and **cover letter**? Yes No

Applicant's Name (Print): _____

Signature: _____

Date: ____/____/____

Thank you for your interest and for considering us as a potential employer. Balonne Shire Council is an Equal Employment Opportunity Employer.