

POSITION DESCRIPTION

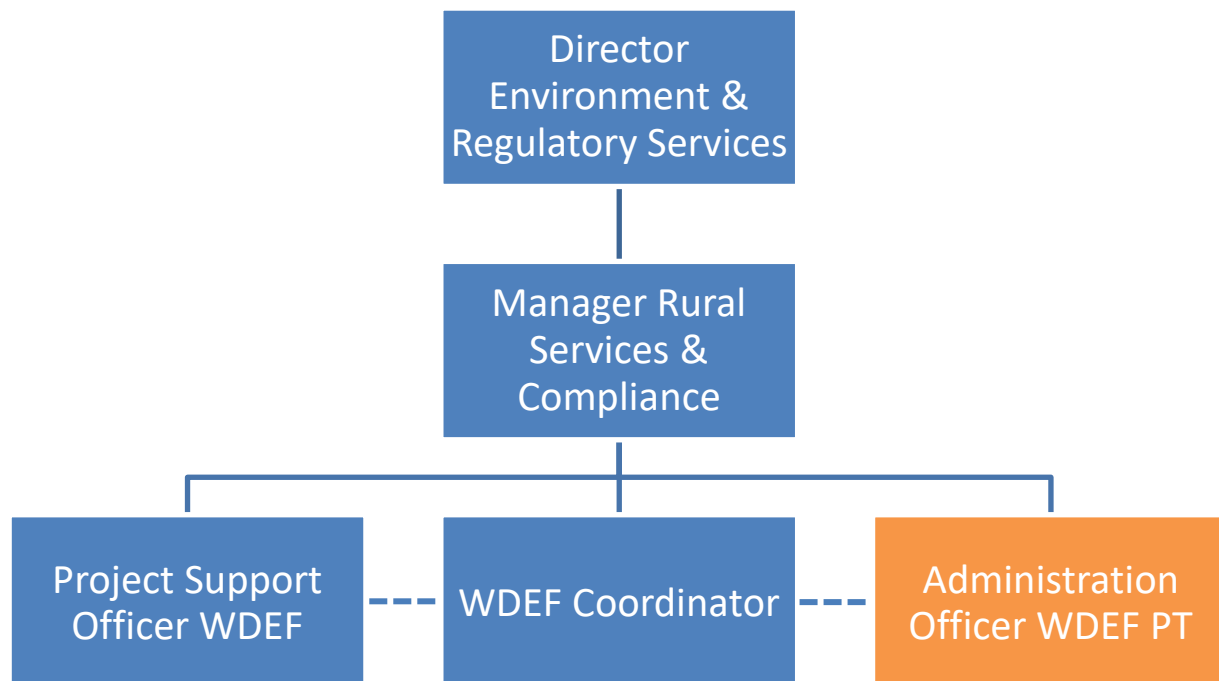
Administration Officer – WDEF/General Admin

Position Title	Administration Officer – WDEF/General Administration
Reports To	Manager Rural Services & Compliance
Immediate Reports	Nil
Principal Location	Council Administration Building, 118 Victoria Street, St George
Employment Basis	Temporary – Part Time (Potential Full Time)

PURPOSE OF THE POSITION

The **Administration Officer WDEF/General Admin** is responsible for providing 3 days per week administration support to the Wild Dog Exclusion Fence Program, as a part-time role, or may include a further 2 days per week administrative and customer service support for Council's corporate, finance, infrastructure, community, tourism and environmental functions, as a full-time role.

ORGANISATIONAL STRUCTURE



ORGANISATIONAL VALUES



Our Customers

The customer is always right. We put the customer at the centre of everything we do. Always say "Thank you". We listen to our customers, understand them and work out how to best serve them. We get things done with speed, conviction and agility. We go the extra mile and exceed customers' expectations.

Our People

We value teamwork and interdependence. We are one team. We have the same relationships with customers as we do with each other. We will strive to be the best - we are restless, always learning, always improving. We value each other - we seek and benefit from diverse people and perspectives. We are ambitious and courageous - we pursue excellence, set new standards and go beyond them.

Our Reputation

Our reputation is our most valuable asset. A good reputation takes effort, patience and time. Destroying a good reputation takes a single moment's misstep. We act honestly and consistently in our behaviours, actions and decisions. We establish trust by keeping our word, communicating effectively and transparently. We are responsive. We resolve errors/mistakes and never make excuses.

KEY CRITICAL PROCESS RESPONSIBILITIES

The Administration Officer will support processes critical to meeting funding and project timelines

EXTENT OF AUTHORITY / DELEGATION

Works under supervision within a team, under direct guidelines and specific objectives provided by the Manager RuralServices and Compliance and WDEF Coordinator. This position has nil delegated purchasing authority in accordance with Council's Delegation Register.

KEY RESPONSIBILITIES

Wild Dog Exclusion Fence Program (WDEF) Administration

- Assist the WDEF Coordinator with projects, internal and external reports and services
- Assist with self-service portals for applicants, contractors and suppliers of WDEF
- Assist with maintaining landholder agreements and related documents, databases and files
- Assist creating website content, monthly newsletters, fact sheets, press releases and other documents supporting WDEF communications
- Assist with the support of committees, panels and working groups associated with WDEF programs and funding applications
- Assist with the preparation of funding administration including associated reports
- Liaise with finance staff to support program expenditure, budget monitoring, purchasing and payments

General Administration and Customer Service

- Provide general administration support duties including front counter customer service
- Assisting with general administrative duties including (but not limited to):
 - respond promptly to telephone enquiries and convey messages verbally and/or via email
 - word processing of correspondence and reports
 - receipting of payments
 - maintain printing and stationery requirements
 - ensure and maintain kitchen catering supplies for upstairs and downstairs
 - prepare meeting rooms and arrange/deliver catering needs, as required
 - enter and file Request for Action forms
 - print, photocopy, fold and envelope enclosures accompanying rates notices
- Provide customer service to internal and external customers and conduct all transactions in a professional, ethical, courteous and efficient manner
- Provide general administration relief duties for other Officers as required
- Perform other duties within your capabilities as directed

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

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- 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

Administration

- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required
- Ensure that requests are investigated, acted on and reported upon in accordance with Council Policy
- Ensure that Council Policies and manuals are fully understood and adhered to
- Ensure that approved purchasing procedures are adhered to
- 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

Risk Management

- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments
- Complete all required WHS forms within timeframes established
- Utilise all personal protective equipment where supplied for your personal protection
- 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

INHERENT REQUIREMENTS

- Ability to use numeracy, and effective written and verbal communication skills
- Ability to produce professional standard documents within set time-frames
- Ability to work as part of a team
- Ability to resolve interpersonal conflict
- Ability to maintain confidentiality
- Ability to manage time, planning and organising own work effectively within set time-frames
- Ability to be adaptable and adjust to changes in the work environment

CORPORATE RESPONSIBILITIES

All 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 Council Code of Conduct and relevant policies, procedures and protocols as may be applicable.

SELECTION CRITERIA

Essential

- Able to demonstrate a good level of customer service and communication skills with an ability to liaise effectively with stakeholders in a culturally diverse environment
- Moderate computer skills, including the Microsoft Office suite
- Good organisational skills and attention to detail with the ability to meet deadlines
- Ability to support productive working relationships

Desirable

- Experience with a financial management and/or records management database
- Ability to interpret and apply policies, procedures and legislative requirements
- Work experience in a local authority or customer service environment
- Current C Class open driver's licence

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 1.1 \$50,472 to Level 1.3 \$52,475, Full-Time Equivalent
- 5 weeks Annual Leave with 17.5% loading per annum on a pro-rata basis.
- 12 days Sick Leave in the first year of employment and 15 days for each subsequent year on a pro-rata basis.
- Weekend and after hours work may be required at times.
- Balonne Shire Council is an equal employment opportunity employer and offers a smoke free working environment.
- Superannuation – Contributions at the rate of 6% (employee) & 12% (employer) are compulsory after 12 months employment.
- Any other terms and conditions may be negotiated with the successful applicant.

All employees are bound to act in accordance with the Local Government Act 2009 and the provisions of the Council's Code of Conduct.

HOW TO APPLY

All applications must include –

- a completed Application for Employment Form
- Cover letter
- Resume
- Responses to the selection criteria.

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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 – 1920 - 026

For further enquiries regarding this vacancy and associated selection process, please contact:

Mr Digby Whyte – 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.