



Position Vacant – Administration Officer – General (Casual)

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 1.4 - \$42.10 per hour, includes casual loading.
- Locality allowance \$1.03 per hour
- 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 – Council Contribution 13.50% applicable on commencement of employment.

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 – 26-27-016

For further enquiries regarding this vacancy and associated selection process, please contact Mark Pain on 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.

Michelle Clarke

CHIEF EXECUTIVE OFFICER

Application for Employment

Please complete this form for each position being applied for.

Position: Administration Officer - Casual		Reference Number: 26-27-016	
Applicant Details			
First Name:		Last Name:	
Address:			
Postal Address:			
Mobile:		Alternate Number:	
Email:			
Work History			
Current Employer:		Started: / /	
Location:			
Main Duties:			
Past Employer:		Started: / /	
Location:		Finished: / /	
Main Duties:			
Past Employer:		Started: / /	
Location:		Finished: / /	
Main Duties:			
Licences, Certificates and Qualifications			
Licence: ☐ C – Car ☐ LR – Light Rigid ☐ MR – Medium Rigid ☐ Other:			
Training certificates and qualifications you currently hold, include dates:			

Application for Employment

Experience	
Have you ever been in a supervisory role? ☐ No ☐ Yes - If yes, total length of experience (in years):	
In which industry did you gain the majority of your work experience:	
☐ Rural	☐ Mining
☐ Construction	☐ Health care
☐ Retail	☐ Hospitality
☐ Education & Training	☐ Other:
Residency Status	
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? ☐ Yes ☐ No ☐ Non-citizen with a valid visa that provides work rights	
Other Questions	
Do you require any special arrangements at an interview? ☐ Yes ☐ No	
If yes, provide details:	
Where did you find this job?	
☐ Council Website	☐ Seek
☐ Facebook / Instagram	☐ Balonne Bulletin
☐ LinkedIn	☐ Other:
References	
<i>Reference No. 1</i>	
Name:	Contact Number:
Company:	Direct Supervisor? ☐ Yes ☐ No
<i>Reference No. 2</i>	
Name:	Contact Number:
Company:	Direct Supervisor? ☐ Yes ☐ No
Declaration	
I confirm that, to the best of my knowledge, the information in this application is accurate. I understand that any false or misleading information may result in my application being rejected or my employment terminated. I also acknowledge that pre-employment checks, including a medical, criminal history, and drug and alcohol test, are required.	
I have attached a copy of my resume & cover letter ☐ Yes ☐ No	
Applicants Name: _____	
Signature: _____	Date: / /

Position Description – Administration Officer – General

POSITION DETAILS			
DEPARTMENT:	Finance and Corporate Services		
POSITION:	Administration Officer – General		
REPORTS TO:	Senior Finance Officer		
DIRECT REPORTS:	Nil		
PRINCIPAL LOCATION:	118 Victoria Street, St George		
POSITION PURPOSE:	The Administration Officer – General is responsible for providing administrative and customer service support for Council's corporate, finance and administration functions.		
POSITION REQUIREMENTS (selection criteria)			
TYPE	ESSENTIAL		DESIRABLE
QUALIFICATIONS	1. Current C Class open drivers licence		1. Cert III Business Administration
SKILLS	2. Ability to interpret and apply policies, procedures and legislative requirements 3. 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. Ability to work unsupervised, meet demanding deadlines and deliver high quality outcomes 5. 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	7. Minimum two (2) years' relevant professional experience, in similar positions		2. Experience in a local authority 3. Experience with SynergySoft – financial management system and Magiq – document management system - would be advantageous
IMMUNISATION REQUIREMENTS			
The ticked boxes indicate the immunisations required for this role in accordance with the <i>BAL-1044 Immunisation Procedure</i> .			
☐ Influenza	☐ Hepatitis A	☐ Varicella (chickenpox)	☐ Pertussis (whooping cough)
☐ Tetanus	☐ Hepatitis B	☐ MMR	☐ Rabies
☐ Q Fever	☐ Other:		
POSITION KPI's			
Key performance indicators for the position are developed in consultation with the employee as part of their annual performance appraisal			

Position Description – Administration Officer – General



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

RESPONSIBILITIES

INHERENT 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 but are not limited to:

Administration and Customer Service

General administrative duties including (but not limited to):

- process incoming and outgoing mail
- processing of cash by post
- filing and registration of documents within the electronic document management system
- receipting of payments
- respond promptly to telephone enquiries and convey messages verbally and/or via email including recording of service requests
- word processing of correspondence and reports
- ensure and maintain kitchen catering supplies for upstairs and downstairs
- 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
- General administration
- Front counter reception duties
- Take bookings or provide an answering service for people wishing to hire the facility and maintain a diary of facility bookings
- Issue keys as required and maintain a register of keys
- Perform other duties within your capabilities as directed

Position Description – Administration Officer – General

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
- 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

- Assist with the continuing development of cultural change and continuous improvement within the workforce to ensure departmental services are provided in a competitive, cost effective manner
- 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 Senior Finance Officer 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
- Ensure that Council Policies and manuals are fully understood and adhered to
- Ensure that approved purchasing procedures are adhered to
- Keep the Senior Finance Officer 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
- Completion of digital time sheets on a daily basis

ORGANISATIONAL STRUCTURE

