

POSITION DESCRIPTION

ADMINISTRATION OFFICER - OPERATIONS

Award Classification	Victorian Local Authorities Award 2001 – Band 4
Directorate	Sustainable Infrastructure
Reports to	Team Leader Administration Operations
Supervises	Nil
Approved By	Director Sustainable Infrastructure, June 2022

OUR GUIDING PRINCIPLES

Strathbogie Shire Council recognises that great organisations are built on shared and demonstrated values. All Council employees are expected to demonstrate commitment and act in accordance with the following guiding principles:

- **Progressive & Responsive** – We are leaders in local government innovation and are responsive to the community.
- **Fair & Consistent** – We are fair and consistent in our thinking, actions and decisions.
- **Open & Honest** – Leaders are open and accessible. Staff are confident to speak their mind. We value honesty.
- **Selfless & Inclusive** – We take a “Shire First” approach and value the participation and opinion of all.

POSITION OBJECTIVES

- To provide administrative assistance to Works Operations
- To assist and provide backup to the Team Leader Administration

KEY RESPONSIBILITIES AND DUTIES

- Provide general administration to Operations under the guidance of the Team Leader Administration
- As directed, record all data relating to reactive, routine and proactive maintenance by staff and contractors in Council’s Works Management System (“Confirm”)
- Assist Operations staff to coordinate and report on the submission of all work orders including the completion of callouts, job safety analysis records and pre-start checks
- Register and archive Operations records as per procurement and recordkeeping requirements
- Communicate with suppliers and service providers to obtain quotations for minor purchases in accordance with Council’s procurement policy
- Organise PPE and staff uniform supplies and keep an inventory on such supplies
- Monitor and update customer services requests
- Answer Works Depot phone calls and handle enquiries
- Complete basic correspondence and reports as requested to support the Department
- Ensure Depot Office items such as stationery and printing materials are always stocked and ready to use
- Assist with organising training of other staff members as requested
- Perform duties in accordance with the Occupational Health & Safety Act 2004, Regulations, Codes of Practice and Council Policies and Procedures.
- Monitor Occupational Health & Safety within area of responsibility.
- Actively participate in continuous improvement initiatives and implement responsive and flexible work practices to improve all operational processes within Operations
- Undertake any other duties as are reasonable within skills, competency

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OCCUPATIONAL HEALTH AND SAFETY

- The incumbent must demonstrate a strong commitment to workplace health and safety and effective organisational and public risk management and must take all reasonable care in the performance of his/her duties to prevent injury to him/herself and others.
- The position is responsible for complying with the Council's Occupational Health and Safety management program and relevant legislation by working in a safe and responsible manner taking into consideration other staff members. Responsibility includes correct use of equipment and the identification and reporting of workplace incidents and hazards.

RISK MANAGEMENT

- Ensure that activities, functions and responsibilities are carried out in accordance with statutory obligations and legal procedures, with minimal exposure to risk and litigation.
- Ensure Council's Risk Management Policy and Procedures are observed and complied with at a personal level.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The freedom to act is limited by standards and procedures encompassed by the nature of the work assigned to the position from time to time. The work generally falls within specific guidelines, but with scope to exercise some discretion in the application of established standards and procedures.

JUDGEMENT AND DECISION MAKING

- The objectives of the work are well defined but the particular method, process or equipment to be used must be selected from a range of available alternatives.
- The work may involve solving problems, using procedures and guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience.
- Guidance and advice are always available within time to make a choice.

SPECIALIST KNOWLEDGE AND SKILLS

- Ability to operate various software packages and databases including Microsoft Outlook, Word and Excel, financial system ("Open Office"), customer request management system ("Merit"), asset maintenance management system ("Confirm"), electronic document and record management system ("Magiq")
- Typing speed 60-80 wpm is desirable.
- Ability to handle correspondence, develop spreadsheets and write reports
- Understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents and an understanding of the goals of the unit in which they work and, where appropriate, an appreciation of the goals of the wider organisation.

MANAGEMENT SKILLS

- Ability to manage time and to plan and organise own workload.
- Basic knowledge of personnel practices and an ability to provide employees under their supervision with the on-the-job training and guidance if required.

INTERPERSONAL SKILLS

- Excellent communication, interpersonal and customer service skills.
- Ability to act professionally, with honesty, integrity and confidentiality
- High level of motivation and proven ability to work in a team environment.
- Ability to gain cooperation and assistance from clients, members of the public and other employees in the administration of well-defined activities

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- Skills in written communication to enable the preparation of routine correspondence and reports if required

QUALIFICATIONS AND EXPERIENCE

- Experience in developing spreadsheets and inputting data.
- Experience in administration, preferably within a local government environment.
- Current Victorian Drivers Licence is desirable.

KEY SELECTION CRITERIA

Essential

- Experience in administration preferably in a local government environment
- Experience in developing spreadsheets and inputting data.
- Ability to operate various software packages including Microsoft Outlook, Word and Excel.
- Excellent communication, interpersonal and customer service skills.
- Ability to act professionally, with honesty, integrity and confidentiality.
- High level of motivation and proven ability to work effectively in a team environment.
- Ability to identify problems and use initiative to create solutions.
- Demonstrated organisational and time management skills.

Desirable

- Ability to manage simple financial systems, handle correspondence, develop spreadsheets and write reports.
- Ability to operate Council's Procurement, Customer Request and Works Management Systems ("Confirm").
- Commitment to work at different sites across the municipality.
- Current Victorian Drivers Licence.

TERMS AND CONDITIONS OF EMPLOYMENT

The Administration Officer - Operations position is classified as a Band 4 within the Strathbogie Shire Council Enterprise Agreement 2023. The salary range for this position is within Band 4 plus superannuation in line with legislation and Income Protection per annum commensurate with qualifications and experience. Normal hours are between 8.45am and 5.30pm with a 45 minute lunch break, Monday to Friday. Membership of a superannuation fund is compulsory (default fund is Vision Super). Annual, sick and long service leave accruals will apply in accordance with the Victorian Local Authorities Award 2001 and the Strathbogie Shire Council Enterprise Agreement 2023.

SIGNATURES

EMPLOYEE

Name:

Signed:

Date: