



## **POSITION DESCRIPTION**

**Title:** Administration Officer

**Reports to:** General Manager/ Area Executive Manager or Delegate

**Level:** LGOA 1/2

## **COUNCIL VALUES**

### **POSITION OBJECTIVE:**

The Administration Officer will be responsible for managing time, planning and organising their own work and may be required to oversee and/ or guide the work of a limited number of lower classified officers.

### **KEY RESPONSIBILITIES:**

1. Undertake a range of activities requiring the application of established work procedures and may exercise limited initiative and/ or judgement within clearly established procedures and/ or guidelines
2. Achieve outcomes which are clearly defined
3. Operate a computer and/ or programs and peripheral equipment
4. Initiate corrective action at an elementary level
5. Operate a word processor and/ or other business software and be conversant with and utilise the functions of those systems and be proficient in their use
6. Operate a desk top publisher at a routine/ basic level
7. Provide secretarial support requiring the exercise of sound judgement, initiative, confidentiality and sensitivity in the performance of work
8. Perform tasks of a sensitive nature including the provision of more than routine information.

9. All other duties as directed by the supervisor.

## **GENERAL DUTIES**

Abide by the Workplace Health & Safety Act and Regulations and the provisions outlined in Council's Workplace Health and Safety Policy, namely:

### **Employee Obligations:**

A worker has the following obligations at the workplace:

1. Comply with instructions given for workplace health and safety at the workplace by your employer
2. Use personal protective equipment if provided and properly instructed in its use
3. Not to wilfully or recklessly interfere with or misuse any workplace, health and safety equipment
4. Not to wilfully place at risk the workplace health and safety of yourself or any person at the workplace
5. Attend training as directed

### **Employer Obligations:**

1. Central Highland Regional Council has an obligation to ensure the workplace health and safety of each of the employer's workers at work.
2. Central Highland Regional Council has an obligation to ensure the workplace health and safety of the company and others is not affected by the way the Council conducts the Council's undertaking.

## **REQUIREMENTS OF THE POSITION:**

### **(a) Skills**

- Highly developed verbal and written communication skills
- Competent in a full range of Microsoft programs.
- Application of techniques relevant to the work area

### **(b) Knowledge**

- Prior knowledge of Local Government administrative systems and processes (desirable).
- Knowledge of established work practices and procedures relevant to the work area
- Knowledge of policies and regulations relating to the work area
- Understanding of clear but complex rules
- Understanding of basic computing concepts
- Developing knowledge of statutory requirements relevant to the work area

### **(c) Experience**

- Previous experience in the same or similar role

**(d) Qualifications**

- Current C class open drivers licence (desirable).

**(e) Personal Attributes**

- Communicate in an appropriate and effective manner, consistent with the requirements of the position, to enhance the image of Council
- Contribute to improved organisational effectiveness, by respecting other employees, by acting honestly and with fairness, and by working to achieve Council's team objectives.

**(f) Training**

- Training will be provided as identified in the Employee Development Plan.

**ORGANISATIONAL RELATIONSHIP**

**(a) Reports To**

- General Manager or Area Executive Manager or Delegate

**(b) Supervises**

- Lower classified officers

**(c) Internal liaisons**

- Liaises with all other Council departments and officers with incoming telephone communications and/or enquiries
- Efficient and effective use of resources allocated
- Compliance with Council policies, procedures and directions
- Liaison and coordination with other departments/sections to ensure an effective Corporate approach to the implementation of all objectives

**(c) External liaisons**

- Liaises with ratepayers, residents and customers for general enquiries.

**EXTENT OF AUTHORITY**

- Freedom to act within defined/established Guidelines and Council's Policies

**EMPLOYEES CONSENT**

I ..... have read, understood and accepted the responsibilities of this position with the Central Highlands Regional Council and agree to the conditions of employment.

Employees signature: ..... Date: .....

GM/CEO's signature: ..... Date: .....