



Business Support Officer (Corporate Services)

Position Description

Incumbent:	VACANT
Position Number:	8006
Directorate:	Corporate Services
Team:	Administration
Position Status:	Permanent Full Time
Classification:	QLGIA (Stream A) Level 3
Current Level:	
Reports to:	Director Corporate Services
Accountable for:	n/a
Located:	Longreach
Revised:	August 2022

Our Vision

The communities of the Longreach Region, with their individual identities and a proud heritage, will be characterised by their cohesive and inclusive nature, making the region a location of choice for business investment and outback living.

Reaching a population of 5,500 by 2027, the Longreach Region will be characterised by strong communities and a vibrant economy driven by skills and innovation in a diversity of traditional and new industries.

Our Mission

Council's Mission is to deliver decisive leadership in making locally-responsive, informed and responsible decisions, providing the highest-quality services and facilities to all communities of the Longreach Region.

Our Eight Core Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking

Position Objective

The Business Support Officer will provide administrative support to the Director of Corporate Services and Information Services and Records Management unit. The role will also provide support as required for a wide range of general business and operational tasks within the Corporate Services Department.

Position Responsibilities

- Delivery of excellent customer service to internal and external customers.
- Provide administrative support to the Director of Corporate Services including diary management, meeting preparation, record keeping and a wide range of general business and operational tasks in accordance with Council processes.
- Assist in report preparation as required by the Director, including preparation of correspondence in response to outcomes relating to Corporate Services portfolios.
- Undertake purchasing activities for corporates services as directed by officers with a financial delegation.
- Assist with the administration of leasing, licencing, and management of Council owned or leased interests, including preparation of invoicing for lessee payments and associated costs, including an annual review of lease and licence charges for input into the budget.
- Assist the Records Management team with registering leases and contract documentation relevant to Council owned leased land.
- Where required support or backfill the Records Officer in achieving outcome for records management initiatives or during periods of leave.
- Where required assist the Information Services/Technology team with general operational tasks.
- Other such relevant duties as required from time to time which would generally fall within the scope of this position as directed by the accountable supervisor and/or Chief Executive Officer.

Position Requirements

Skills

- Excellent time management, organisation and planning skills with an ability to prioritise and manage own time and meet critical timeframes.
- Ability to maintain strict confidentiality and discretion.
- Demonstrated problem solving skills including dealing with emergent and priority issues.
- Sound level communication skills, both oral and written.
- High level customer service skills, both for internal and external customers.

Knowledge

- A thorough understanding of how to maintain a safe working environment.
- Knowledge or ability to rapidly acquire knowledge, of Council's policies and procedures and relevant Local Government legislation.

Mandatory Experience/Qualifications

- Demonstrated experience in using Microsoft Office Suite to produce workplace documents.
- Demonstrated experience in meeting time frames and addressing conflicting priorities.
- Current "C" Class Drivers Licence.

Desirable Experience/Qualifications

- Tertiary Qualifications in Business Administration or other relevant field of study or ability to obtain.

Delegations and Authorisations

Nil

Physical Requirements

Physical Demand Category

- Sedentary Work
 Light Duty – Frequent lifting/carrying of objects weighing up to 5kgs.
 Medium Work – Frequent lifting/carrying of objects weighing up to 10kgs.
 Heavy Work – Frequent lifting/carrying of objects weighing up to 25kgs.

Audio-Visual Demands

- Depth Perception Colour Discrimination Peripheral Vision Hearing

Specific Actions Required

This job may include:

- | Standing/Walking | Sitting | Driving |
|---|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> None | <input type="checkbox"/> None |
| <input type="checkbox"/> Occasional | <input type="checkbox"/> Occasional | <input checked="" type="checkbox"/> Occasional |
| <input checked="" type="checkbox"/> 1-4 Hours | <input type="checkbox"/> 1-4 Hours | <input type="checkbox"/> 1-4 Hours |
| <input type="checkbox"/> 4-6 Hours | <input checked="" type="checkbox"/> 4-6 Hours | <input type="checkbox"/> 4-6 Hours |
| <input type="checkbox"/> 6-8 Hours | <input type="checkbox"/> 6-8 Hours | <input type="checkbox"/> 6-8 Hours |

Work Environment

Attribute	Yes	No
Chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dampness	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes/Gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heat/Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Repetitive Motions

- Simple Grasping Fine Manipulation Pushing & Pulling Finger Dexterity Foot Movement

This Job Will Require

Manoeuvre	Frequent	Occasional	None
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Plant operation with maximum seat rating of 150kgs

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and **LRC- SMS (Longreach Regional Council's - Safety Management System)** incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

The following statements apply to all employees, including permanent, part-time and casual employees. Your responsibilities include:

1. To comply with instructions given for WH&S at a workplace by the employer;
2. Comply with the Health and safety duties and Duty of Care requirements as specified within the Work Health and Safety Act 2011 Part 2.
3. Timely reporting all accidents, incidents minor injuries, near misses and property damage (within 24 hours of the event) and assisting, if required, with the investigation of all incidents in the workplace;
4. For a worker to use the PPE (Personal Protective Equipment) provided by the employer after proper instruction in its use;
5. Not to wilfully or recklessly interfere with or misuse anything provided for WH&S at the workplace;
6. Not to wilfully place at risk the WH&S of any persons at the workplace including yourself;
7. Adhere to the LRC-SMS by remaining compliant to Council's WH&S Management Plan and completing relevant Monthly Action Plan items;
8. Performing all work and associated functions in a safe, efficient and effective manner;
9. Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers;
10. Provide advice to ensuring risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also, as required, assisting or participating in the carrying out of risk assessments on identified hazards;
11. Identifying hazards, conducting risk assessments, and implementing corrective action to eliminate hazards where possible and / or control risks in the workplace;
12. To report hazards and risks in accordance with WH&S procedures;
13. Establishing and maintaining a high standard of housekeeping within your individual work area(s) and generally within the Longreach Regional Council's area of responsibility;
14. Attending any toolbox, team talks or specific training (e.g. Take 5s etc.) as supplied and required by Longreach Regional Council;
15. Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures;
16. Report any concerns for WH&S to your Supervisor.

Acknowledgement

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Kimberley Dillon, Acting Director Corporate Services
Signature:	
Date:	
Present Incumbent:	VACANT
Signature:	
Date:	

