



Corporate Services Administration Officer

Position Description

Incumbent:	VACANT
Position Number:	8032
Directorate:	Corporate Services
Team:	Administration
Position Status:	Permanent Part Time (21.75 hours / week)
Classification:	QLGIA (Stream A) Level 3
Current Level:	3.1
Reports to:	Administration Manager
Accountable for:	n/a
Located:	Longreach
Revised:	October 2019

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 primary role of this position is required to provide efficient and effective administrative support to the Administration Manager. This position will be responsible for providing support in the areas of Council Corporate Administration and Services. Further this position requires will provide backup to Council's records management and procurement roles.

Position Responsibilities

- Undertake a wide range of administration duties across the administration, records, customer service, stores and procurement functions, using judgement, initiative and confidentiality in the performance of all tasks, including but not limited to, records management, producing and issuing internal/external correspondence and review of policy and procedures.
- Preparation of reports to and from Council.
- Work collaboratively with the Procurement Officer on the administration of contracts, tender preparation, evaluations and requests for quote in accordance with Council's procurement policy, as required. Provide backup for Procurement Officer when required.
- Purchasing activities including raising purchase orders, goods receipts and assisting with the procurement of services and goods.
- Provide back up to the front counter providing excellent customer service to all customers, as required
- Respond to and record telephone and counter enquiries seeking to resolve on first point of contact or refer when necessary to the appropriate Council officer.
- Work collaboratively with Records Officer on the administration of records collation, allocation and archiving in compliance with Council's records requirements.
- Other such relevant duties as required which would generally fall within the scope of this position as directed by the accountable supervisor and/or Chief Executive Officer.

Position Requirements

Skills

- Well developed time management, organisation and planning skills with an ability to prioritise and manage own time and meet critical timeframes.
- Strong communication skills, both oral and written.
- A high degree of flexibility, initiative and ability to think creatively and outside the square.
- Strong attention to detail.
- Research and analytical skills.

Knowledge

- A strong understanding of how to maintain a safe working environment.
- High level of skills and knowledge in multiple software applications.
- Knowledge or ability to rapidly acquire knowledge of Council's policies and procedures and relevant Local Government legislation.

- Knowledge and understanding of administration processes, practices and support.
- Knowledge and understanding of quality customer service principles.

Essential Experience/Qualifications

- Demonstrated experience in providing high quality services to internal and external customers with a focus on continuous improvement including skills.
- Demonstrated experience in administration including records and systems management
- Demonstrated problem solving skills and priority issues.
- Ability to maintain strict confidentiality and discretion.
- Demonstrated experience in meeting time frames and addressing conflicting priorities.
- Experience using Microsoft Office Suite, records management system and integrated financial and management systems.
- Cert III in Business Administration or similar field or the ability to obtain.
- Current "C" Class Drivers Licence.

Desirable Experience/Qualifications

- Previous Local Government experience desirable but not essential.
- Experience in procurement procedures

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;

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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:	Elizabeth West, Director of Corporate Services
Signature:	
Date:	
Present Incumbent:	VACANT
Signature:	
Date:	