



Job Description

1. Position Identification

POSITION TITLE	Administration Officer
CLASSIFICATION	Level 5-6
EFFECTIVE DATE	7 April 2021
REPORTS TO	Executive Manager Finance and Administration

2. Position Objectives

The objectives of this position are to:

- Provide efficient administrative services to the Executive Assistant and Executive Managers;
- Assist with the compilation of Agendas and Minutes for Council and Committee Meetings as required
- Monitor and renew Contract and Lease agreements
- Maintain Council's records management system
- Provide Building / Planning / Health service
- Backup for Front Counter including Police Licensing as required

3. Role

The primary functions of this position are:

Planning / Building / Health

- 3.1 Maintain planning, building and health registers;
- 3.2 Process planning and building applications;
- 3.3 Process monthly returns to state agencies;
- 3.4 Liaise with Council's contractors regarding the finalisation of applications;
- 3.5 File planning and building applications in records system;
- 3.6 Complete correspondence for planning applications once approved by Council
- 3.7 File and liaise with the Health Officer any Health applications / license applications

Meeting Preparation, Agendas and Minutes

- 3.8 Preparation of agendas for distribution as required.
- 3.9 Organise catering and set up Council chambers before each Council meeting as required.
- 3.10 Council meeting minutes taker when required
- 3.11 Prepare minutes ready for distribution by the Wednesday following the meeting as required.

- 3.12 Have copies of specific minutes placed on the relevant corporate records files as required.
- 3.13 File each report from the minutes on the relevant electronic files as required.
- 3.14 Organise the binding of the Council minutes as required.

Office Duties

- 3.15 Prepare correspondence, reports, documents and advertising requests as required.
- 3.16 Provide a Secretarial service in respect to appointments, reception requirements or any other duties as required.
- 3.17 Maintain Records Management and ensure correspondence is entered into Central Records
- 3.18 Maintain and update legal document registers
- 3.19 Process Department of Transport Licensing transactions as required.
- 3.20 Assist the administration and finance team as required.
- 3.21 Relieve on reception as required during periods of leave and absences.
- 3.22 Undertake any other duties and special projects as directed by the Executive Assistant, Executive Manager of Finance and Administration or the Chief Executive Officer.

Occupational Safety and Health

- 3.23 Comply with the Shire's OSH Policy and other Shire OSH policies and procedures and legislation relevant to role and responsibilities.
- 3.24 Observe safe work practices and operating procedures.
- 3.25 Report any hazards, incidents or near misses in accordance with safety and health requirements.

4. Reporting and Extent of Authority

This position is responsible to and reports to the Executive Manager Finance and Administration. Freedom to act is limited by standards, procedures, statute and policy.

5. Knowledge and Skills

5.1 Knowledge

- 5.1.1 Knowledge of records management requirements.
- 5.1.2 Knowledge of preparation of agendas and taking of minutes for meetings.
- 5.1.3 Knowledge of secretarial and administrative functions required of a Council or Board structure.
- 5.1.4 Knowledge of preparation of correspondence, reports and documents.

5.2. Skills

- 5.2.1 High level of public relations skills.
- 5.2.2 Advanced computer and office equipment skills.
- 5.2.3 Advanced Microsoft Office skills.
- 5.2.4 Developed numeracy and spreadsheet skills.
- 5.2.5 Developed time management and organisational skills.
- 5.2.6 Developed verbal and written communication skills.

5.3 Experience

- 5.3.1 At least two years' experience in an Administrative Officer position.
- 5.3.2 Experience with computers and other related information technology.
- 5.3.3 Previous experience in records management requirements.
- 5.3.4 Experience in verbal and written communication in a workplace.

5.4 Qualifications

- 5.4.1 Hold a current 'C' Class Drivers' Licence.

5.5 Interpersonal


- 5.5.1 Provide advice to managers and employees on areas of responsibility as required.
- 5.5.2 Work promptly with internal and external customers to resolve queries.
- 5.5.3 Work effectively, proactively and productively as a member of a small team.
- 5.5.4 Apply legislative requirements under the EEO and OSH policies.
- 5.5.5 Comply with the Shire's OSH Policy and other Shire OSH policies and procedures and legislation relevant to role and responsibilities.
- 5.5.6 Observe safe work practices and operating procedures.
- 5.5.7 Report any hazards, incidents or near misses in accordance with safety and health requirements.

6. Selection Criteria

- 6.1 Highly developed verbal and written communication skills with a high level of attention to detail, accuracy, and confidentiality.
- 6.2 Demonstrated experience:
 - 6.2.1 In the area of time management,
 - 6.2.2 Working autonomously and within a team,
 - 6.2.3 problem solving,
 - 6.2.4 public relations, and c
 - 6.2.5 conflict management skills.
- 6.3 Demonstrated experience in a similar role.
- 6.4 Developed numeracy skills.
- 6.5 Understanding of general office administrative procedures and equipment.
- 6.6 Highly developed computer and keyboard skills including working knowledge of Microsoft Office applications (Excel and Word).
- 6.7 Basic knowledge of local government operations.
- 6.8 Hold a current "C" class driver's license.
- 6.9 Hold a National (or Federal) Police Certificate (no more than 6 months old).

Certification

The details contained in this document are an accurate statement of the position's responsibilities and requirements.



A / CEO Shire of Shark Bay

7.4.2021