



## SHIRE OF WILUNA

### POSITION DESCRIPTION

<b>Position title:</b>	<b>Administration Assistant</b>
<b>Award:</b>	Local Government Officers (Western Australia) Interim Award 2011
<b>Classification:</b>	
<b>Salary range:</b>	\$50,000 - \$70,000

### PURPOSE OF POSITION

---

The Administration Assistant will be responsible for providing clerical and secretarial support to staff within the Shire of Wiluna and includes filing and general clerical duties. We are looking for a competent Administration Assistant to provide personalised secretarial and administrative support in a well-organised and timely manner. You will work on a one-to-one basis on a variety of tasks related to Executives' working life and communication.

The Administration Assistant is part of the Finance and Administration team which liaises with the Chief Executive Officer and Deputy Chief Executive Officer to provide advice to Council elected members and staff in the effective management of the Shire's administrative services.

The Administration Team provides services to Shire employees and to the residents of Wiluna and is committed to accuracy, reliability and high levels of customer service in its work.

### THE ORGANISATION AND ITS ENVIRONMENT

---

#### **Vision and mission:**

Our vision is for a *Proud, Go-Ahead, Green, and Healthy Wiluna* and our mission is to *work together for the future through good governance*.

#### **Values:**

- Initiative, leadership and strong work ethic
- Delivering on our commitments to each other and to the community
- Quality, effectiveness and reliability in our work
- High standards of customer service
- A strong team spirit and an environment where all staff are supported
- A fair, honest, caring, trusting, compassionate, and family friendly workplace
- Respectful of culture and the environment
- Continual improvement, training and career development

**Cultural Values:**

Elected Members, Committee Member and Staff are expected to work within the values and display the following behaviours.

- Respect: Treat others with consideration and courtesy. Encourage and acknowledge effort and initiative. Believe in the ability of others. Recognise and encourage diversity.
- Openness: Share information and ideas. Listen and provide feedback. Only talk positively about others. Take responsibility for own actions.
- Leadership: Involve staff in decision-making. Communicate plans and objectives. Encourage learning and personal development. Lead by example.
- Excellence: Strive to learn. Actively seek and evaluate new ways of doing things. Encourage awareness of our Stakeholders. Actively support a team environment.

**Core Business**

The role of Council is to oversee the allocation of the local government's finances and resources and determine the local government's policies in accordance with the Western Australian Local Government Act 1995.

The Wiluna Shire Council's *2012-2023 Strategic Plan* also guides our work and reflects our commitments to the community.

Fulfilling our governance responsibilities as a Local Government Authority and our commitment to Shire residents through our strategic plan is the Council's core business.

**Organisational Environment**

The Shire of Wiluna covers an area of some 184,000 square kilometres, which is predominantly a mining and pastoral area. The weather conditions include average rainfall of approximately 250mm per annum and temperature variations between 40 degrees in summer and 0 degrees in winter.

The town of Wiluna is the principal centre in the Shire, and there are also a number of mining villages and Martu communities. The township of Wiluna is 966 kilometres northeast of Perth and is situated on the edge of the desert at the gateway to the Canning Stock Route and Gunbarrel Highway.

Wiluna had its beginnings in 1896 with the discovery of gold and the gold rush of the 1930's saw the population increase to more than 9,000. Gold mining along with nickel and lead operations continue in the area with recent discoveries of uranium presenting ongoing challenges and opportunities for the community.

Wiluna had its beginnings in 1896 with the discovery of gold and the gold rush of the 1930's saw the population increase to more than 9,000. In later decades the pastoral industries took hold and continue today in the Shire. Gold mining along with nickel and lead operations also continue in the area with recent discoveries of uranium presenting ongoing challenges and opportunities for the community.

## **KEY ACCOUNTABILITIES**

---

- Provide clerical and secretarial support to executive officers.
- Develop and maintain a broad knowledge of the organisation and its operations, systems, and processes and provide relevant and accurate information to staff, council and members of the public.
- To provide backup administrative support to the Executive Assistance.

## **KEY DUTIES**

---

### **Administration:**

1. Act as the point of contact between the Executive Managers and internal/external clients.
2. Undertake the tasks of receiving calls, taking messages and routine correspondence.
3. Handle requests and queries appropriately.
4. Maintain diary, arrange meetings and appointments and provide reminders.
5. Participate in and contribute in a positive way to regular team meetings and report on progress against agreed work plans.
6. Support the DCEO and other Executive Officers in carrying out administrative tasks as required.

### **Planning and implementation:**

7. Contribute to strategic planning, policy development, and risk management planning across the organisation.

### **Organisational performance:**

8. Contribute to ongoing improvement and review of administration systems and processes.

### **Organisational compliance:**

9. Strictly follow workplace health and safety laws and regulation and promptly report issues when observed.

### **Leadership and customer service:**

10. Model professional behaviour consistent with the Shire's Code of Conduct, Customer Service Charter, and stated organisational values.

### **Staff performance:**

11. Develop and follow an Individual Work Plan in consultation with the Executive Assistant
12. Participate in learning and development activities to improve your work performance.

### **Delegated authorities**

The Administration Assistant has no financial or human resource management delegated authorities.

### **Organisational relationships**

In accordance with Organisational Chart provided in Attachment One, the Administration Assistant reports to the CEO and assists the other Executive Officers as required.

## PROFESSIONAL ATTRIBUTES AND SELECTION CRITERIA

### Qualifications and knowledge

It is expected that the Administration Assistant has or can quickly obtain

- Working knowledge of clerical and secretarial functions and processes.
- Knowledge and understanding of Martu culture and local community life.
- All appointments with Council are subject to the applicant achieving a satisfactory National Police Check
- A current drivers licence

### Capabilities

1. Demonstrated experience in a role involving clerical and secretarial duties.
2. Proficiency in computer applications such as Microsoft Office and ability to operate standard office equipment including computers, telephone systems, calculators, copiers and facsimile machines.
3. Knowledge of, and experience in, local government record keeping.
4. Ability to build positive working relationships with staff and community members and deal with conflict.
5. Ability to work independently, under direction, and meet deadlines.
6. Ability to multitask and prioritise daily workload.
7. High level verbal and written communications skills, including proof-reading.
8. Ability to prepare clear and accurate written work.
9. Discretion and confidentiality.
10. Ability to work successfully in a team and with people from diverse and Indigenous cultures
11. Developed interpersonal skills,
12. Ability to support and embrace the Shire's cultural values,
13. Process a positive 'can do' attitude
14. Knowledge of safe work practices and the willingness to comply with the Shire's OSH policies and procedures,
15. Currently, hold a 'C' Class WA Drivers Licence (or equivalent),

### ENDORSEMENT

I understand that this position description forms the basis of my employment contract with the Shire of Wiluna and I will endeavour to perform these duties to the best of my ability. I understand that I will be required to actively participate in an annual performance appraisal.

**Signed:**

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Administration Assistant**

**Signed:**

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
**CEO**

# PRIVATE & CONFIDENTIAL

## Shire of Wiluna Organisational Structure (2017)

