

# Position description

## Administrative Assistant

### Summary information

<b>Section</b>	<b>Civil Asset Maintenance</b>	<b>Directorate</b>	<b>City Assets</b>
<b>Position grade</b>	<b>Band 2 Level 2 Grade 7</b>	<b>Position type</b>	<b>Permanent, full-time</b>
<b>Reports to</b>	<b>Manager Civil Asset Maintenance</b>	<b>Direct reports</b>	<b>No</b>
<b>Approval limit</b>	<b>\$3000</b>	<b>Release limit</b>	<b>\$0</b>
<b>Created/reviewed</b>	<b>July 2019</b>	<b>BCC number</b>	<b>BCC1792</b>

## 1 Position purpose

- To assist the Manager and other senior supervisors, ensuring the Department operates smoothly and efficiently by providing secretarial and administrative assistance
- Act in accordance with the *New South Wales Work Health Safety Act 2011*, *Work Health Safety Regulation 2017* and the Work Health and Safety Management (WHS) System.

## 2 Qualifications and experience

### Essential

- Tertiary qualifications in Business Administration or similar
- Solid relevant work experience
- Demonstrated experience using computer software programs including Microsoft Office
- Demonstrated commitment to customer service
- Ability to work within a team environment
- Availability to work flexible working hours
- Current class C driver's licence.

## 3 Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

## 4 Key accountabilities

### Position specific

- Mayor/Councillors/members of the senior management/external contacts are dealt with promptly and efficiently
- Maintain a high degree of discretion and confidentiality of information and task
- Filter incoming telephone calls in a professional and courteous manner

- Preparation of reports, memorandums and other correspondence through the provision of secretarial services to the Manager and senior supervisors
- Deadlines are met for typing reports to Council and VIP correspondence
- Effective work distribution and movement occurs within as well as to and from the department
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
  - familiarise yourself with our Volunteers policy and standard
  - implement the policy and follow this Managing Volunteers standard in a consistent and fair manner
  - undertake training needed to effectively coordinate volunteers
  - allocate sufficient time to volunteer coordination.

### Work health and safety (WHS)

- Implement, monitor and, or comply with councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Adequately familiarise themselves with their WHS responsibilities and actively fulfill these as indicated in the WHS Responsibilities guideline WHS001
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* (HVNL) and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the *Child Protection (Working With Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your Manager immediately
- WHS001 - Matrix is attached.

### Corporate

- To commit to and embrace the objectives of Our Blacktown City 2036. Contributing within Council's staffing structure and program of works to deliver our corporate objectives and strategic vision.

### Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

### Environmental sustainability

- Act in accordance with the *Protection of the Environment Operations Act 1997*, the *New South Wales Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

## 5 Duties

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- Type and coordinate report preparation to Council as allocated by the Manager
- Type and coordinate VIP preparation in accordance with organisational protocol

- Keep and maintain a system for VIP correspondence and follow up with staff to ensure answers are provided within time allocated
- Sensitive material is handled in the strictest confidence
- General typing as allocated by the Manager
- Coordinate the transfer of files and other documents to the appropriate Officer
- Coordinate the department's correspondence, liaising with the Manager and senior supervisors in the department
- Originate necessary action in relation to complaints as directed by the Manager. Action complaints in the absence of the Manager and divert calls where possible
- Implement and maintain a follow up system for the Manager
- Coordinate completion of directorate documents with the Manager
- Maintain the Manager's diary and coordinate meetings
- Ensure the department's timesheets and return of absences forms are completed accurately and submitted within timeframes
- Maintain and order office stationery supplies
- Maintain relevant statistical information
- Ensure clerical functions i.e. orders, cheque requisitions, petty cash etc, are co-ordinated and controlled
- Attend meetings with Manager and/or senior departmental supervisors and prepare minutes
- Liaison and coordination with external stakeholders on behalf of Manager
- Entry of data into Council's Corporate Business System
- Undertake administrative tasks related to referrals to external authorities and panels as required by the Manager
- Examine daily departmental correspondence, referring any correspondence or files to the appropriate person
- When able, assist support staff with general administrative duties
- Ensure that the skills to operate the computer are maintained to a level compatible with the updating of equipment and procedures
- Maintain and project a courteous and professional image at all times
- Undertake any other task appropriate to the position and within the skills and competency of the incumbent as directed by the Manager
- Volunteer management duties if applicable
- Other duties as directed consistent with the operations of Council.

## **6 Performance criteria**

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As per Council's performance management system.

## Acknowledgement and agreement

<b>Employee</b>	<b>Name</b>		
	<b>Signature</b>		<b>Date</b>
<b>Supervisor</b>	<b>Name</b>		
	<b>Signature</b>		<b>Date</b>