

Position Description

Position Details			
Position title	Fleet Facilities Administrative Officer	Position number	PD722a
Group	Assets & Operations	Previous position numbers	N/A
Section	Works and Assets	Reports to	Works and Assets Manager
Area	Administration	Evaluated / approved by	Ian Macfarlane
Team	Fleet Facilities	Version number	September 2022
Position level code	6 Line Staff		
Position statement	Provision of administrative services for Fleet Facilities		

Position Specific Tasks and Activities		
Key area	Duties and responsibilities	Standards for achievement
General Administration	<ul style="list-style-type: none"> Administer training, accommodation and travel arrangements for apprentices. Prepare meeting agenda and take minutes. Process and monitor the progress of OLRs and purchase orders. Assist with Vendor Panel tendering and administrative functions. Provide support with recruitment processes including the use of Council's electronic recruitment system. Process monthly fuel accounts. Processing insurance claims, fines and toll notices. Assist in the preparation of various reports and plans. Enter workshop and plant hire timesheets. Raise private Works invoices. Assist in fleet research, policy and procedure development. Provision of support and completing tasks related to various projects. 	<ul style="list-style-type: none"> 100% compliance to all Bega Valley Shire Council policies and procedures regarding both execution of daily duties and conduct. Meeting agendas and minutes are available and prepared within the required timeframes. Prepare correspondence in accordance with style guide, standard templates, error free and on-time 95% of the time. Correspondence is responded to in accordance with required timeframes and registered in CM9 95% compliance. OLR's and purchase orders are processed accurately and in a timely manner. Timesheets are accurately checked for errors. Timesheets are provided to Payroll with the required timeframe. Anomalies are escalated to the Fleet Supervisor Plant hire timesheets are accurately entered. Reports are prepared within required timeframes and according to the required process, procedure and style. Invoices raised are accurate and prepared within required timeframes. Statistics are accurately recorded and maintained in the required management systems. Policies and procedures are prepared according to the required organisational standards and procedures.
Regulatory Compliance	<ul style="list-style-type: none"> Assist with regulatory compliance in all aspects of fleet management 	<ul style="list-style-type: none"> Reporting is completed in accordance with required timeframes 100% compliance. Ensure all records and paperwork are up to date and prepared for inspections.

Position Description

Position Specific Tasks and Activities

Key area	Duties and responsibilities	Standards for achievement
Customer Service	<ul style="list-style-type: none"> Respond to CRMs and other customer enquiries, including the provision of information or referral to other staff when required. 	<ul style="list-style-type: none"> Customers are dealt with in a professional and courteous manner.
Team operations	<ul style="list-style-type: none"> Work under own initiative with minimal guidance and supervision. As a member of the fleet team, participate in regular team meetings, development and assessment of team performance standards. 	<ul style="list-style-type: none"> Communication with other team members is always professional and conducive to maintaining a harmonious and productive team environment.
Innovation and adaptability	<ul style="list-style-type: none"> Willingness to suggest and adopt new initiatives. Capacity to adapt to and promote change in the workplace. Identify and use contemporary technology and equipment. 	<ul style="list-style-type: none"> Promote and adopt new initiatives, changes, technology and equipment.

General Position Requirements

Key area	Expected Behaviours
Leadership and management	<ul style="list-style-type: none"> You use influencing skills to achieve job and project outcomes where you do not have direct accountability for people or resources.
Risk management, Work Health and Safety	<ul style="list-style-type: none"> You work according to the BVSC procedures and principles for risk management (including WHS) appropriate to your position, as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Equal employment opportunity	<ul style="list-style-type: none"> You work according to the BVSC procedures and principles of a positive and inclusive workplace environment, as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Financial management	<ul style="list-style-type: none"> When required to purchase and procure supplies you use the correct organisational processes and procedures.

Our Values Commitment: PLaCE

We are committed to and believe

People matter Learning is important And we Can do Engaging the whole organisation	We care for our people and each other We learn and innovate We have a can-do approach and focus on solutions and outcomes We engage and communicate clearly and consistently
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Behavioural Competencies

Value Description	Expected Behaviours
People matter	<ul style="list-style-type: none"> You conduct yourself in the workplace according to our PLaCE values. You show respect for all employees, acknowledging the importance of diversity in the workplace. You work safely and support your colleagues to also work safely. You work well with people who have different ideas, perspectives and backgrounds.
Learning is important	<ul style="list-style-type: none"> You attend all mandatory training and learning events. You seek to learn from your colleagues including looking for mentoring opportunities. You review your own performance and ask for feedback to learn and improve. You look for and suggest better ways of doing things in the workplace. You actively participate in team meetings.
Can do	<ul style="list-style-type: none"> You take pride in your own work and that of your team members. You understand who your stakeholders are and why they matter. You are willing to go the extra mile for stakeholders and act upon their feedback.
Engaging the whole organisation is important	<ul style="list-style-type: none"> You understand our organisation's goals and how your job fits into the wider Council picture. You always speak in positive terms when referring to your area, other teams and our organisation. (Your behaviour remains 'above the line'.)

Knowledge, Skills and Qualifications

Selection criteria – skills and experience

- Work in a manner consistent with BVSC organisational values and associated behaviours.
- Knowledge and ability in the use of Microsoft and other software packages including Word, Excel and PowerPoint.
- Knowledge and demonstrated experience in the use of records and database management systems.
- Sound written and verbal communications skills.
- Two (2) years recent and relevant work experience (Indicative).
- Additional skills, knowledge and qualifications that may be applicable to this position, such as higher qualifications in business administration or local government or other specialist training or work experience.

Selection criteria – qualifications and licences

- Certificate 3 in Business (Administration) or a related discipline
- Current Class C Drivers Licence. (Provisional P1 or P2 licence accepted)

Conditions of Employment

Status	Fixed term contract full time		Hours per weeks	35
Award classification	Band: 3	Level: 1	Award	Local Government (State) Award 2020
BVSC grade	5			
Pattern of work	8.00am to 4.30pm, Monday to Friday with one-hour unpaid lunch break			
Special requirements	<div><input type="checkbox"/> Weekend Work</div> <div><input type="checkbox"/> Evening Work</div> <div><input type="checkbox"/> Public Holiday Work</div> <div><input type="checkbox"/> Participation in on call roster</div> <div><input type="checkbox"/> Other: Enter details of any other special requirements of this position.</div>			

Delegations

Staff	Number of direct report positions: 0	Staff span of control: 0
Budgetary	\$nil	
Purchasing	Purchase Card Entitlement <input type="checkbox"/> Yes <input type="checkbox"/> No	Purchase card limit: \$1000
Statutory	As per BVSC Register of Delegations	
Security	Access to Depot Office 6am to 6pm Monday to Friday.	

Benefits

Motor vehicle	Not applicable		
Information technology	<input checked="" type="checkbox"/> Workstation PC <input type="checkbox"/> Laptop <input type="checkbox"/> Tablet <input type="checkbox"/> Tablet <input type="checkbox"/> Camera <input type="checkbox"/> Other: Click here to enter text.		
Telecommunications	<input checked="" type="checkbox"/> Desk Phone <input type="checkbox"/> Mobile Phone <input type="checkbox"/> Wi-Fi Dongle <input type="checkbox"/> Other: Click here to enter text.		
Workwear	<input checked="" type="checkbox"/> Corporate uniform <input type="checkbox"/> Outdoor uniform <input type="checkbox"/> Not applicable <input type="checkbox"/> Personal Protective Equipment: Outdoor workwear; safety shoes/boots; sunglasses		

Model Job Demands Checklist

Please print clearly with a black pen and complete all sections as required. Completed form should be delivered to the People and Governance Team or by email to workplacewellbeing@begavalley.nsw.gov.au

Job title: Administration Officer (Fleet Facilities)

PD Number(s) PD722a

Completed by Name: Deon Constance

Date: 30/08/2022

Administration

Notes

Computer Use (including hand held tablet)
generic screen based

Yes

Sitting at desk

Yes

Standing for long periods
if yes, please indicate length in hours

No

Manual Handling

Notes

Light lifting/Carrying (0-9kg)

Minimal
Likelihood

Moderate Lifting/Carrying (10-15kg)

Minimal
Likelihood

Heavy Lifting/Carrying (16kg and above)

No

Note- If yes manager/coordinator to liaise with WHS Officer

Climbing

No

Bending

No

Kneeling/Squatting

No

Reaching

Minimal
Likelihood

Sequential/Repetitive movements in short period of time
is the ability to carry out a repetitive action doing the same thing over and over again

Yes

Typing using a PC.

Manual dexterity/manipulation
is the ability to make coordinated hand and finger

Please Select

<i>movements to grasp and manipulate objects. It can include muscular, skeletal and neurological functions to produce small, precise movements</i>		
Work Environment		Notes
Works in isolation from other staff <i>remote supervision</i>	No	
Walking <i>including distance eg job sites</i>	No	
Walking/running up and down steep slopes	No	
Walking whilst pushing/pulling object	No	
Works outdoors <i>majority of work is outdoors</i>	No	<i>Note-if yes a functional assessment may form part of the pre employment medical</i>
Works in a customer service environment	Yes	
Confined spaces <i>if yes this must also form part of position description</i>	No	
Requirement to wear personal protective equipment (ppe)	No	
Working at heights <i>if yes this must also form part of position description</i>	No	
Task Involving		Notes
Exposure to chemicals <i>fuels, chlorine, insecticides</i>	No	
Exposure to biological hazards <i>animal products, live animals, biohazard</i>	No	
Exposure to excessive noise <i>work related exposure level of 85 decibels over an eight-hour period or peak noise levels of greater than 140 decibels at any time during the day</i>	No	<i>Note-if yes a baseline hearing test may form part of the pre employment medical</i>
Exposure to airborne odours and particles <i>means a contaminant in the form of a fume, mist, gas, vapour or dust</i>	No	<i>Note-if yes a baseline spirometry test may form part of the pre employment medical. There is an exposure standard in the Safe Work Australia's "Workplace Exposure Standards for Airborne Contaminants"</i>

Exposure to sunlight <i>work related exposure to UV radiation for more than 20 mins at a time or two hours or more during the day between the hours 10am to 3 pm</i>	No	<i>Note-if yes a baseline skin screening test may form part of the pre employment medical</i>
Exposure to some infectious diseases	No	<i>Please see Immunisation Procedure (including matrix) for clarification</i>
Vehicle/Plant/Equipment		Notes
Vehicle Travel <i>travel to/from job site, this could include sitting for periods of time in a vehicle</i>	No	
Plant/Equipment and or vehicle operation	No	<i>Note- This could include sitting for periods of time in a vehicle and/or operating plant/equipment</i>
Cyclic Workload		Notes
Peaks and Troughs	No	
Frequent overtime	No	
Rostered shift work	No	
Psychological Demands		Notes
High turnover of work	Yes	
Tasks involving interacting with distressed people	No	

Privacy Disclaimer

Council acknowledges the implications when an individual discloses (or does not disclose) his or her medical record to a third party; therefore will only request such information for reasons relating Workplace Health and Safety. Additionally - Council will clearly articulate the specific reasons for any medical information required, enabling all relevant parties to make an informed decision regarding the release of confidential information. All records obtained by Council in association with this consent form will be managed according to the *Privacy and Personal Information Protection (PPIP) Act 1998*, the *Health Records and Information Privacy Act 2002*, as well as Council's Records Management Policy and Privacy Management Plan.