

<b>Position Title:</b>	<b>Community Development Assistant</b>
<b>Position Status:</b>	Permanent Full Time
<b>Department:</b>	Economic and Community Development
<b>Location:</b>	Normanton
<b>Award Classification / Level:</b>	LGO Level 3
<b>Hours of Duty:</b>	37.5 hours / week
<b>Award &amp; Enterprise Agreement:</b>	Local Government Officers' Award & Carpentaria Shire Administrative Agreement 2013
<b>Reporting to:</b>	Manager Economic and Community Development
<b>Number of Direct Reports:</b>	Nil

### **Primary Objectives of the Position**

- Responsible for the delivery of timely, efficient and effective high level administrative, information coordination and executive support to the Manager of Economic and Community Development and team members.
- To ensure a high level of discretion, maturity, diplomacy and judgement when responding to enquiries and carrying out portfolio functions.

### **Key Duties & Responsibilities**

Duties and responsibilities include but are not limited to:

- Provide a high standard of customer service that builds upon collaborative partnerships and positive relationships within the Carpentaria community.
- Provide high level administrative support to the Manager of Economic and Community Development.
- Co-ordinate meetings including preparation of agenda and minutes of meetings.
- Assist with co-ordination of civic and community events and functions which involves out of hours work.
- Management of Economic and Community Development records with a focus on ensuring that all documents / reports adhere to corporate procedures, standards and templates.
- Administration and update of Council's web site content as directed by the Manager of Economic and Community Development.
- Design of complex documents involving a range of software products.
- Other duties as reasonably requested.

### **Consideration of Your Application Will Be Based on the Following Skills, Knowledge & Qualifications**

#### **Skills**

- An ability to use initiative and work autonomously.
- Excellent communication and customer service skills with an ability to liaise with members of the community, government agencies and non-government agencies.
- High level computer skills with a working knowledge and an intermediate to high level of competency in word processing and graphics software such as Microsoft Publisher.
- Sound time management and organisation skills and an ability to multi-task.

#### **Knowledge**

- Some knowledge of Local Government procedures and policies.

#### **Qualifications / Licences**

- Certificate III in Business Administration, Event Management or similar or significant experience in administration or promotional work.

- Current class “C” drivers licence.
- Current Working with Children – Positive Notice (Blue Card) or the ability to obtain one.

## **Information Management**

The employee will comply with and effectively implement all legislative requirements and relevant Council Policies and Procedures pertaining to the collection, storage, use, disclosure, distribution and transfer of information, documentation and records that the employee produces, collects or is otherwise exposed to or becomes aware of through their employment with Council. With regard to personal information, the employee will collect only that information which is needed for a lawful purpose related to Council's functions; issue verbal and/or written Collection Notices for the collection of personal information; and maintain current and accurate records. In addition, the employee will not intrude unreasonably on an individual's private life or use illegal or unfair means to collect personal information, and will otherwise comply with the *Information Privacy Act 2009* and Council Policies and Procedures.

The employee will not divulge any confidential information about Council either during or after the term of their employment with Council.

## **Workplace Health & Safety and Equal Employment Opportunity Requirements**

### ***Work Health and Safety (WHS)***

- Follow safe practices and procedures to perform your duties in a manner that does not put yourself or others at risk of harm
- Actively participate in WHS inductions and training
- Participate in the development of safe work method statements and risk assessments with your supervisor when required
- Wear personal protective equipment (PPE) in the prescribed manner and when required
- Participate in workplace inspections if required
- Take care of any plant or equipment of any kind, including telecommunication devices
- Report all hazards, near misses and damage to Council's property to the responsible Supervisor.

### ***Injury Management***

- Report all injuries or illnesses to the responsible Supervisor immediately
- If injured at work, actively cooperate and participate with injury management obligations and return to work plans if applicable.

### ***Risk Management***

- Report any potential public liability and professional indemnity exposures in your workplace to the responsible Supervisor.

### ***Equal Employment Opportunity (EEO)***

- Recognise the skills and talents of other staff members
  - Treat people fairly
  - Act to prevent bullying, harassment and discrimination against others in your workplace
  - Respect differences among your colleagues and customers such as cultural and social diversity.
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