

Role Description

Administration Officer



Title	Administration Officer
Classification/Grade/Band	Band 2 Level 1
Directorate/Unit/Section	Finance / Plant & Fleet / Fleet Management
Reports to	Administration & Financial Supervisor

Vision

A vibrant and sustainable Central Coast.

Purpose

To provide valuable services that strengthen and support the Central Coast Community.

Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the role of Administration Officer is responsible for the provision of efficient administrative services to the Unit to ensure accurate capture of Central Coast Council's (CCC) plant and fleet asset data and the execution of processes and transactions associated with the acquisition, issue and disposal of plant and fleet assets.

The position of Administration Officer is required to provide quality customer service and create value for the community.

Key Duties and Responsibilities

- Develop and maintain records to ensure accurate, current, consistent and effective capture of plant and fleet asset data and hire revenue;



- Provide and validate reports to CCC departments and external bodies on plant and fleet data and hire revenue, including allocation of costs;
- Liaise and convey with CCC employees, motor dealers, manufacturers and selling agents to meet business expectations on the timing of acquisition and disposal of plant and fleet assets;
- Ensuring accurate completion of all administration commissioning and decommissioning procedures;
- Co-ordinate the timely delivery of appropriate plant and fleet assets as required, including the provision of end-user advice to stakeholders;
- Ensure plant and fleet asset acquisitions meet compliance and detailed specification requirements and address any discrepancies with Supervisor as appropriate;
- Collaborate with appropriate the Supervisor or field staff to undertake asset registration related activities;
- Act as the first point of contact for policy and procedure enquiries relating to plant and fleet assets and provide support and advice regarding CCC's fleet management systems;
- Compose correspondence and reports and issue of accounts associated with the management of plant and fleet assets;
- Arrange for provision of fuel cards and roadside assistance;
- Maintain a register and take appropriate action with relevant stakeholders, to effectively manage accident, infringement and toll events; and
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- Decisions are either guided by practices, procedures and precedent or made in consultation with the immediate supervisor;



- Decisions affect the work and activities of others within the work group or team;
- The work of the job holder influences the external environment by ensuring services are consistent with CCC standards;
- The Administration Officer is accountable for own work performance. Liability generally lies with the supervisor or Council as the employer;
- Identifies requirements as an input to budget development;
- Monitor budgetary spending within work area, against pre- determined targets. Weigh up options on a cost basis in order to make recommendations and continuously look for greater efficiency within work area.

Personal Attributes

- Be adaptable, flexible and focused when dealing with change;
- Represent Council honestly, ethically, professionally and lead by example;
- Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
- Be responsive to the input of others and works to understand their perspectives.

Interpersonal Skills

- Support and promote a culture of quality customer service identify and respond quickly and provides solutions to meet customers' needs;
- Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
- Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/ or withdraw from a conflict situation.

Business Enablers and Technical Skills

- Complete tasks to agreed budgets, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;



- Understand the team/ unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
- Identify issues that may impact on task completion and provides appropriate solutions;
- Understand delegations and act within authority levels;
- Exercise fiscally responsible behavior and remain up to date with financial delegation processes;
- Support system improvement initiatives and embrace new technologies;
- Purchase under delegation and comply with procedures;
- Understand project goals, action tasks and expected outcomes and identify and escalate project variances.

Team Work

- Recognise and acknowledge individual/ team performance;
- Monitor and use resources responsibly to achieve team objectives;
- Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.

QUALIFICATIONS

Essential

- Certificate III in Business Administration or equivalent or related field OR demonstrated solid contemporary experience in a similar role combined with ongoing professional development; and
- Current Class C Driver's Licence

Desirable

- Certificate IV in Project Management or related field; and
- Fleet Management Certificate (IPWEA) or equivalent qualification;

EXPERIENCE

- Demonstrated knowledge of processes and systems regarding asset management;



- High proficiency in the use of computers and software packages particularly MS Office suite, particularly MS Excel and MS Word ;
- Well-developed time and data management, presentation and reporting skills;
- Strong interpersonal skills with demonstrated experience in problem solving, complaint handling, conflict resolution and making judgements based on information supplied and obtained with all stakeholders; and
- Proven ability to engage and communicate effectively with stakeholders.

Key Relationships

Internal	External
Unit Managers	State and Federal Government Agencies
Council employees	Vendors

