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# CANDIDATE INFORMATION KIT

## **Depot Administration Officer**

**Job Reference: CSC035**

Application Closing Date:

11.00pm, Sunday 28 April 2024



Thank you for your interest in applying for the role of Depot Administration Officer with Cook Shire Council.

Cook Shire Council is a progressive and forward thinking organisation with a rich blend of culture and community connections and collaboration. Our Council brings tremendous positive opportunities and provides for a bright, healthy and sustainable future for our Shire, its residents and communities.

We have compiled this Candidate Information Kit to provide an overview of Cook Shire Council and the advertised position, to assist you in preparing your application.

The kit contains the following information:

- Application Guide
- Position Details
- Information about Cook Shire

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## APPLICATION GUIDE

The information contained in this guide is designed to assist you in preparing an application for this vacant position within Cook Shire Council.

Your application determines whether you will be shortlisted for an interview. It is your opportunity to show the selection panel that you have the knowledge, skills, experience and ability to do the job.

## HOW TO APPLY

Before you apply, please read the position description contained within this guide carefully to assess your eligibility and suitability for the position. You may be required to answer some questions that relate to the selection criteria. You will also be asked to provide your current resume, including two recent employment related referees.

### *Online, in person or via mail*

For this particular role, Council will accept applications submitted in writing via the following options:

Online: [www.cook.qld.gov.au/work](http://www.cook.qld.gov.au/work)  
In person: Administration building, 10 Furneaux Street, Cooktown Qld 4895  
Mail: Attention: Human Resources, PO Box 3, Cooktown, Qld, 4895  
Email: [work@cook.qld.gov.au](mailto:work@cook.qld.gov.au)

Ensure you allow enough time to complete and submit your application by the due date.

### *Cover letter*

Your cover letter should be a brief introduction about yourself outlining what qualities would make you desirable for the role.

### *Your resume*

A resume is a brief written account of personal, educational and professional qualifications and experience. A good resume is easy to read with recent, relevant and most notable details.

Any qualifications, licenses, tickets or certificates relevant or required as part of your application should be included as clear photocopies (do not submit originals).

As part of your resume, you should provide the name and contact details of two (2) work related referees. Preferably these referees will be your current or most recent supervisor or manager. Ensure the people you choose are agreeable to being your referee and to have their contact details in your resume.

## SHORTLISTING & INTERVIEWS

Based the selection panel's assessment of the written applications received, the panel will create a shortlist of applicants who will be asked to attend an interview.

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If you are chosen for interview, you will be given adequate notice and afforded the same opportunities as all other interviewees. The selection panel will ask you questions related to the selection criteria to decide which candidate best meets the requirements for the position.

After all interviews have been conducted, the selection panel will make a decision based on information from written applications, interviews, referee reports and any other methods of assessment used. If no applicant meets the selection criteria to the required standard, the panel will recommend to the Chief Executive Officer that the position be re-advertised.

## PRE EMPLOYMENT MEDICAL EXAMINATION

If you are successful, a pre-employment medical examination will be required. Drug screening will be part of the medical examination. Positive result of any prohibited drugs may result in withdrawal of offer of employment.

## SUMMARY & CONDITIONS OF EMPLOYMENT

Job reference		HRMCSC035
Position:	Depot Administration Officer	
Location:	Based at Depot Administration Office – 31 Charlotte Street Cooktown	
Tenure:	Full time 76.3 hours per fortnight 1 rostered day off per month	
Remuneration:	Queensland Local Government Industry (Stream A: Division 2, Section 5) Award – State 2017 – salary range \$75,050 to \$78,759 per annum	
Leave Entitlements:	5 weeks annual leave 15 days personal leave	
Superannuation:	Up to 12% Superannuation contributions	

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## POSITION DESCRIPTION

<b>Position Title:</b>	Depot Administration Officer
<b>Division:</b>	Infrastructure
<b>Location:</b>	Council's Depot Office, 31 Charlotte Street Cooktown
<b>Award/Classification:</b>	Queensland Local Government Industry [Stream A] Award – State 2017

### 1 POSITION OBJECTIVES

- Provide professional customer service, administrative and operational support to the Infrastructure team located at the Depot Administration Office.

### 2 POSITION DUTIES AND RESPONSIBILITIES

Duties and responsibilities include but are not limited to:

- Provide operational and administrative support with a focus on the day to day requirements. This may include dealing with customer service enquiries and/or requests; complaints; applications, etc with general administration assistance to the Infrastructure team, where required.
- Answer customer telephone and counter enquiries providing relevant information.
- Assist with the timely and accurate preparation of acknowledgement responses including drafting of correspondence and submissions as required.
- Ensure document templates, information sheets, forms and checklists are current as required.
- Perform site inductions for visitors.
- Organise and book staff travel and accommodation requirements as approved by Director Infrastructure.
- Undertake depot stationery orders, timesheet collection and scanning, milk, coffee and tea orders, etc.
- Engage and liaise with all Disaster Recovery Funding Arrangement (DRFA) contractors including administration of DRFA works in terms of collection, collation and record keeping of all documentation such as pre-starts, daily supervisor dockets, roadwork signage forms, WHS forms, site driving plans, etc.
- Point of contact for staff working in remote and isolated areas including collection and recording of travel management plans (SecurTrak and GPS system) and distribution of satellite phones and GPS trackers to staff as required.
- Create purchase orders, receipting, matching and scanning invoices for DRFA works and other infrastructure works.
- Update and post content as required and approved on Council's website and Guardian website pertaining to permanent/temporary road closures/openings and other associated information.
- Perform other administrative duties as directed.

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## 3 POSITION REQUIREMENTS

### 3.1 Qualifications, Experience, Licences and Skills

- Demonstrated experience in the provision of high level customer service and administration support.
- Demonstrated ability to work independently and in a team in a professional and positive manner.
- Well-developed interpersonal, verbal and written communication skills.
- Well-developed organisational and time management skills.
- Well-developed computer literacy including demonstrated word processing, spread-sheeting and data entry skills utilising Microsoft Office applications.
- Commitment to high levels of customer service and quality outputs.

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### 3.2 Workplace Standards

- Compliance with Council's Code of Conduct, Corporate Policies and Procedures.
- Provision of quality customer service.
- To not disclose or use confidential information other than in appropriate situations with duly authorised persons.
- To be impartial in all Council activities undertaken in this role.
- To not engage in other employment or contact work that may result in a direct or indirect conflict of interest with Council.
- To promote and maintain a positive, professional image for Council activities.
- To adopt a pro-active approach to all duties and use initiative within the scope of responsibility.
- To contribute toward the efficient and effective operation of Council's Infrastructure division and Council's overall operations.

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### 3.3 Workplace Health and Safety

- Compliance with Council's Workplace Health and Safety Management System.
- Compliance with all documented Workplace Health and Safety Policies, Procedures, work and verbal instructions issued by Council and its officers.
- Follow procedures in the areas of hazard and risk management and injury prevention strategies.
- Maintain a safe and healthy work environment.
- Perform all work and associated functions in a safe manner.
- Correctly use and maintain all personal protective clothing and equipment supplied by Council.
- Identify hazards, conduct risk assessments and take corrective action to eliminate hazards where possible in the workplace, and/or report hazards and risks in accordance with WH&S procedure.
- Report and assist with the investigation of all incidents within the workplace, including minor injuries, near hit and property damage.
- Attend any tool box talks or specific training supplied by Cook Shire Council.

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- Work in a manner that will not endanger themselves, other employees or the public.
- Being familiar with the location of first aid treatment areas, fire protection facilities and evacuation procedures.
- Report any concerns for WH&S to your supervisor.

## 4 SELECTION CRITERIA

- SC1.** Relevant experience in Administration and Customer Service.
- SC2.** Demonstrated well-developed verbal and written communication skills with customers, employees and members of the public.
- SC3.** Demonstrated well-developed organisational and time management skills.
- SC4.** Understanding of accounts and procurement.
- SC5.** Demonstrated computer literacy in Microsoft Office and database applications.
- SC6.** Current Class “C” Driver’s Licence.

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## INFORMATION ABOUT COOK SHIRE

Cook Shire is the largest land area Shire in Queensland covering 106,000km<sup>2</sup> and encompassing some 80% of the Cape York Peninsula region of Far North Queensland. The Shire also shares boundaries with a number of Aboriginal Shire Councils as well as Mareeba, Douglas and Carpentaria Shires. Our population is around 5,000 shire-wide.

Our natural environments across the Shire are as diverse as they are spectacular, including rainforest, savannah country, agricultural and pastoral land, tropical islands and a number of towns. Cooktown is our largest town and is home to the Council administration office and works depot. Other townships and localities include Marton, Lakeland, Laura, Coen, Ayton, Rossville, Helenvale and Portland Roads.

Cook Shire is a developing local government area with a steady increase in population, particularly in Cooktown. The Endeavour Valley and Lakeland are the centres of horticulture whilst other areas support the cattle industry. Cooktown has a thriving recreational and commercial fishing industry, which includes live coral trout and crayfish, prawns and other fisheries.

One of Australia's most historically significant townships, Cooktown is the location where Captain James Cook spent almost seven weeks repairing his vessel, the HM Bark Endeavour. Some of the most extraordinary discoveries and interactions with local Aboriginal people occurred here in 1770.

### Weather

Cook Shire enjoys a mild tropical climate all year round with the annual wet season generally running from January to March. This is when the environment comes to life and a great time to get out and about. April to December brings a drier period with cooler weather and temperatures averaging around 27 degrees Celsius. In summer Cooktown is usually about 5 degrees cooler than Cairns.

### Services

Supermarket	Bakery	Airport
Petrol stations	Speciality stores	Coffee shops and cafes
RSL and Bowling Clubs	Pubs and bottle-shops	Medical centre
Schools (public and private)	Restaurants	PCYC Events Centre
Pharmacy	Hospital	Newsagent
Public swimming pool	Visitor Information Centre	Golf Club

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## Getting here

<b>FLY</b>	45 minute flight to Cooktown from Cairns
<b>DRIVE</b>	3.5 hour drive on inland sealed road from Cairns (self-drive or bus)
<b>CRUISE</b>	Sail or cruise from Cairns via private vessel, cruise ship or tour boat

Cooktown is very accessible with many all-weather travel options. For details on companies who run regular services to Cooktown and other great travel information, take a look at our tourism website [www.cooktownandcapeyork.com](http://www.cooktownandcapeyork.com).

## Arts and Culture

There is an extensive array of arts in Cooktown to feast your senses on including paintings, carvings, photography, crafts, music, public art and festivals. The Cooktown and Rossville markets showcase many talented local artists, multiple art galleries feature in the main street of Cooktown and one at the Visitor Information Centre at Nature's Powerhouse and annual festivals and events. There are always plenty of opportunities to enjoy the arts, music and dance, and local bands perform regularly at various venues around town.

With the range of Indigenous communities surrounding Cooktown there is no shortage of opportunities to discover one of the world's most ancient cultures. The local Bama people would be pleased to share stories about their culture and take you for a peek at some of the oldest and most significant rock art sites around the world. Tours operate from Wujal Wujal, Laura, Cooktown and Hope Vale and each offer an insight into the traditional Aboriginal way of life, bush tucker, customs, beliefs, and creation stories. There are also arts and cultural centres based in Wujal Wujal, Laura and Hopevale to give you a leisurely insight into the ancient cultures at your own pace.

## Information

For further information about our Council and Shire please visit Council's website [www.cook.qld.gov.au](http://www.cook.qld.gov.au).

## Privacy

Cook Shire Council is committed to helping you protect your privacy. The information provided by you and information retrieved from databases held by Cook Shire and displayed to you online is intended for the sole use of the authenticated user for the purpose of enhancing customer interactions with Cook Shire Council.

By submitting your application to Council, you agree that we may use your personal information for the purpose of processing your application. If you are shortlisted for interview and we perform a reference check, third parties may be contacted to obtain more information about you.

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