

POSITION DESCRIPTION

Position Title:	Administration Officer	Position Code:	6-AOI
Division:	Infrastructure	Grade:	D
Location:	Dubbo/Wellington	Hours/Week:	35 per week
Reports to:	Executive Officer - Infrastructure		
No. Direct Reports:	Nil	No. Indirect Reports	Nil

Primary Purpose of Position

This position is responsible for:

- Providing efficient and accurate administrative support to the Division as a whole so as to enhance the proper management of its business affairs.
- Assisting in leading, planning and coordinating all centralised administrative tasks and associated staff required for the administrative and operational sections of the Division.
- Implementing and assisting with the coordination of organisational reporting requirements within the Division.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Administration	<ul style="list-style-type: none"> • To accurately and efficiently provide the Director, divisional managers and team leaders with administrative services on a priority needs basis. • Maintain high level skills in the operation of computer applications such as word processing, spreadsheets, database and other computer applications relevant to the organisation. • Provide administrative support for major projects across the Division. • Provide support to the Executive Officer to ensure all necessary executive support duties are completed accurately and in the required timeframe. • Assist in the overseeing of the development of quality reports and recommendations from the Division to Executive Leadership Team and Council.
Executive Support	<ul style="list-style-type: none"> • In the absence of the Executive Officer, or as directed, effectively and efficiently maintain business services to all functions within the Infrastructure Division, including administrative support, in accordance with the adopted policies and procedures. • Assist in providing Systems Support to ensure optimal use of Division wide systems are utilised and implemented to improve business workflows across the Division. • Support and mentor staff working in the Executive Support Team. • Participate and contribute to an effective and productive team. • Assist in any other matters as required by the Executive Officer.

Key Accountabilities / Duties	
Purchasing and Procurement	<ul style="list-style-type: none"> To monitor divisional costs and purchases for daily operation of the Division in accordance with the Purchasing and Procurement Policy. Process purchase orders, requisitions, accounts payable and receivable invoicing requests.
Customer Service and Public Relations	<ul style="list-style-type: none"> Provide professional customer service and public relations to clients of DRC. Liaise with internal and external customers to deliver efficient and effective service. Deal with a broad range of client enquiries and issues requiring clear decision making.
Dialysis Locations	<ul style="list-style-type: none"> Contact the Hospital for list of all Dialysis clients' names and addresses.
Authority System	<ul style="list-style-type: none"> Use the Authority system to search for property information. Lodge, update and maintain Infrastructure's Authority registers (ie Section 138 and, Footpath Use and Road Closure applications). Regularly run outstanding reports to ensure processing of applications is carried out within processing timeframes.
Infocouncil Business Paper System	<ul style="list-style-type: none"> Assist all staff in the Infrastructure Division with access, training and logging of issues. Formatting of reports adhering to Council's Infocouncil Style Guide.
Dubbo Regional Council Tenders, Quotations and Expression of Interest	<ul style="list-style-type: none"> Preparation of Infrastructure Division's tenders, quotations and expressions of interest within guidelines and templates.
Customer Request Management System	<ul style="list-style-type: none"> Enter/update data into the Customer Request Management System.
General	<ul style="list-style-type: none"> Such other matters as may be referred by the Director and Executive Officer from day to day. Meeting room bookings. Assist in the arranging of meetings including suitable venues and appropriate catering and resources. Be aware of management procedures and policies relative to the position.
Provide relief to other positions as required	<ul style="list-style-type: none"> Relieve in similar administration positions as/when required.
Dubbo Regional Council Web updates	<ul style="list-style-type: none"> Update Infrastructure Division information on Council's website.

Inherent Requirements of the Position

- Class C Drivers Licence
- A basic level of health and fitness is required, as there is occasionally a need to lift stationery items for the Division. A large majority of this role is office based, using computers/electronic systems, thus an inherent requirement of this position is the ability to complete sustained periods of work sitting at desk utilising computers/electronic systems or other office based equipment.
- The occupant of this position will be required to travel between Dubbo and Wellington and operate out of Council's office or depot facilities as necessary.

Selection Criteria

Essential

1. Certificate III in Business Administration or related discipline.
2. Highly developed organisational, written and oral communication skills, administrative and customer service skills (to internal and external customers).
3. Advanced proficiency in business related computer software (Microsoft Office Applications) and electronic document management systems.

Desirable

4. Knowledge of Local Government functions, in particular engineering services.
5. Knowledge of WH&S and Risk Management principles.
6. Certificate IV in Accounting or Finance Services or willingness to undertake.
7. Basic knowledge of project management systems and processes.
8. Demonstrated ability to lead a small team.

Organisation Wide Accountabilities

Corporate Values	<p>All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> • Progressive <ul style="list-style-type: none"> ○ Be Curious, Courageous and Committed • Sustainable <ul style="list-style-type: none"> ○ Balanced Approach to Growth and Opportunity • One Team <ul style="list-style-type: none"> ○ Working Together • Integrity <ul style="list-style-type: none"> ○ Accountable for Our Actions
Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> • Complying with Council's WHS policies and procedures. • Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others. • Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture and Safety within 48 hours.

Organisation Wide Accountabilities

	<ul style="list-style-type: none"> • Participating in any WHS consultation arrangements. • Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace. • Correctly using all personal protective equipment. • Complying with emergency and evacuation procedures and site rules if applicable. • The Chief Executive Officer, Directors (Officers), Managers and Onsite Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy.
Sustainability	Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> • Council's adopted Code of Conduct. • Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: