

POSITION DESCRIPTION

Position Title:	Administration Officer	Position Code:	AOCR
Division:	Liveability	Grade:	D
Location:	Dubbo/Wellington	Hours/Week:	35
Reports to:	Executive Officer Liveability		
No. Direct Reports:	Nil	No. Indirect Reports	Nil

Primary Purpose of Position

The Administration Officer is responsible for the :

- To provide efficient and accurate administrative support to the Division as a whole so as to enhance the proper management of its business affairs.
- Plan and coordinate all centralised administrative tasks required for the Division.
- Implementation and assisting with the coordination of organisational reporting requirements within the Division.
- Administrative support for the Cemetery Function

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 and grants across the Division • Provide administrative support for the booking of open space, community halls and recreation facilities ensuring accuracy of system information and high quality customer service • Process Customer Request (CRM) entries and coordinate responses as required
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.

Key Accountabilities / Duties

	<ul style="list-style-type: none"> Act as the first point of contact for Funeral Directors in relation to burials at all DRC Cemeteries. Deal with a broad range of client enquiries and issues requiring clear decision making.
Cemetery Administration	<ul style="list-style-type: none"> Coordinate systems for the organisation and maintenance of all necessary records, complying with applicable legislation and requirements. Liaise with Funeral Directors, Stonemasons and NSW Environment Protection Authority (EPA) in regards to funeral applications, interments (including ashes) and exhumation requirements for cemeteries maintained by Dubbo Regional Council in the Local Government Area. Maintain high level skill with CIVICA cemetery module administration with registers, certificates and financial processes.
Payroll Preparations	<ul style="list-style-type: none"> Ensure Divisional adherence to statutory financial and accounting systems, standards and controls. Provide a payroll administration service to the Division.
Corporate Reporting, planning and Monitoring	<ul style="list-style-type: none"> Administer the Divisional requirements of the corporate planning process Provide input into corporate plans, reports, programs, and policies as required for: <ul style="list-style-type: none"> Councils Integrated Plan Corporate Strategic Plan Business Plan Agreed brief Branch Budget Grants Ensure the Division meets all statutory and organisational requirements in regards to management planning and reporting
Safe System Management	<ul style="list-style-type: none"> Assist the Executive Officer to implement and enforce legislation, policies and procedures to ensure a safe environment for volunteers, employees, contractors, hirers and general public.

Inherent Requirements of the Position

- NSW Class C Drivers Licence
- Undertake Induction Training
- 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 a 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 or higher in Business Administration or equivalent.
2. Highly developed organisational, written and verbal communication skills, administrative and customer service skills
3. Advanced proficiency in business related computer software (Microsoft Office Applications) and electronic document management systems.
4. Demonstrated analytical skills
5. Previous experience in the provision of administrative services to Director level staff and a broader management team.
6. Demonstrated skills and ability to relate effectively to a variety of clients offering a high level of customer service to both internal and external customers.

Desirable

7. Certificate IV or higher in Business, Finance, Administration or related discipline.
8. Knowledge of WH&S and Risk Management principles.

Organisation Wide Accountabilities

Corporate Values

All employees have a responsibility to uphold the values of Dubbo Regional Council being:

- Progressive
 - Be Curious, Courageous and Committed
- Sustainable
 - Balanced Approach To Growth and Opportunity
- One Team
 - Working Together
- Integrity
 - Accountable For Our Actions

Work Health and Safety

All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:

- 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 & Safety within 48 hours
- 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

	<ul style="list-style-type: none"> • Complying with emergency and evacuation procedures and site rules if applicable • The Chief Executive Officer, Directors (Officers), Managers and On-Site 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: