POSITION DESCRIPTION

Position Title:	Administration Officer	**Position Code:**	AODE
Division:	Development and Environment	**Grade:**	D
Location:	Dubbo/Wellington	**Hours/Week:**	35
Reports to:	Executive Officer Development and Environment		
No. Direct Reports:	Nil	**No. Indirect Reports**	Nil

Primary Purpose of Position
This position 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.

Key Accountabilities / Duties	
Key Result Area	Primary Activities
Administration	• 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.
Application Systems	• Accurately capture/maintain data and prepare application determinations in accordance with adopted Procedures and Service levels relating to all categories of Applications received and processed by the Development and Environment Division. • Accurately capture/maintain data and prepare certificates in accordance with adopted Procedures and Service levels relating to Applications received for Certificates processed by the Development and Environment Division, including Section 68, Outstanding Notices, Building Certificates and Pool Compliances. • Provide an accurate and effective support service to the LIS and E-Services Coordinator as and when required ensure that any issues are rectified in a timely manner and ensure the Application/Certificates System meets the requirements of its users.

Key Accountabilities / Duties	
	• Be aware of and accurately maintain the adopted Operating Procedures pertaining to the Executive Support team operation. • Provide accurate reports and information to clients/customers as and when required and in accordance with the operating procedures for the position.
Executive Support	• In the absence of the Executive Officer or an Administration Officer (Wellington/Dubbo) or as directed, effectively and efficiently maintain business services to all functions within the Development and Environment 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. • Participate and contribute to an effective and productive team. • Assist in any other matters as required by the Executive Officer.
General	• Accurately and effectively prepare requisitions for the purchasing of goods and services as and when required and in accordance with policies and procedures. • Ensure the adopted procedures relating to the operations of the Executive Support team are current and adhered to. • Provide professional customer service and public relations to clients of Dubbo Regional Council. • 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.

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. • This role is office based, using computers/electronic systems on a daily basis and an inherent requirement of the position is the ability to complete sustained periods of work sitting at a desk utilising computers/electronic systems or other office based equipment. • This position is based in the Civic Administration Building Dubbo/Wellington and is required to wear a DRC identification badge at all times. • 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 skills with the ability to maintain a large workload with strict deadlines 3. Demonstrated skills and ability to relate effectively to a variety of clients offering a high level of customer service to internal and external customers 4. Advanced proficiency in business related computer software (Microsoft Office Applications) 5. Demonstrated analytical skills 6. Ability to work cooperatively in a team environment
Desirable
7. Knowledge of Local Government operations (particularly relating to the operational aspect of Planning and Environmental Management and related Property Information operating systems software).

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 • 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	Staff will, at all times, adhere to: • 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: