

POSITION DESCRIPTION

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| Position Title | Administration Officer WestConnex Unit | |
| Division | Community and Engagement | |
| Group | Strategic Planning | |
| Responsible to | WestConnex Unit Manager | |
| Position Supervises | Direct: Nil Indirect: Nil | |
| Position No. | IW0043 | |
| Status | Temporary, full-time available for up to 12 months | |
| Hours | Based on a 35-hour week | |
| Salary Point | 32 to 39 | |
| Salary | \$67,555 - \$75,729 pa | Band & Level: Band 2 Level 2 |
| Pre-employment checks Legislative requirements | N/A | |
| Date reviewed: 24 July 2018 | | Reviewed by: Group Manager Strategic Planning |

The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 sqkm.

The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.

POSITION PURPOSE

This position has an emphasis on excelling in customer service and is responsible for providing administrative support to the WestConnex Unit including document and submission coordination, updating information to internal and external stakeholders, and responding to general public enquiries on the project.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its 'Values First' with flexibility, integrity, respect and the spirit of team as a set of values and associated behaviours for all levels in the organisation. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Experience providing high level business administration support in a technical service environment.
2. Knowledge and skills in contemporary office management practices.
3. Strong collaboration and interpersonal communication skills.
4. Excellent written and verbal communication skills.
5. High level commitment to effective customer service.
6. Well-developed ICT skills, including demonstrated experience with word processing, spreadsheets, databases and customer request management systems and an ability to learn new systems.
7. Demonstrated ability to self-manage a high and varied workload, organise priorities and work effectively in a team environment.
8. Understanding and commitment to equal employment opportunities, diversity, work health and safety, ethical practice and acting with probity at all times.

Desirable Criteria:

1. Experience working in Local Government.

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

To ensure that administration officer support tasks for the WestConnex Unit are undertaken in an effective manner to promote the image of Council as efficient and community focused and responsive in all its operations.

- Provide general administrative support to the WestConnex Unit.
- Assist the Manager WestConnex Unit and Engineer WestConnex Unit with the preparation of reports to advisory committees, council and the executive team.
- Assist with the preparation and coordination of submissions and responses on current and future stages of WestConnex.
- Coordinating, compiling, collating and/or completing timely and accurate management reports and information for the unit.

- Provide effective administration support services for various committees, staff and/or external stakeholder meetings through comprehensive planning and organisation of meetings, venues, catering, preparation and distribution of quality meeting agendas and business papers, recording of meeting minutes and monitoring of outstanding matters, actions and reports for the service unit.
- Coordinate councillor requests, community submissions, complaints, enquiries and assist the Manager and Engineer in preparing responses.
- Assist with the development of a dedicated council information webpage on the WestConnex project and maintain that page with regular and updated information.
- Provide information to the NSW DPE compliance team to assist with compliance monitoring of the project.
- Attend meetings with SMC, JV partners, RMS, DPE and community stakeholders as required to note discussions and actions arising from those meetings.
- Assist with the preparation, distribution and analysis of community surveys, notifications and other stakeholder engagement activities.
- Collaborative teamwork with unit staff to ensure service unit targets and deadlines are met.
- Ensure that the Manager is informed of any issue which may affect staff, the community and/ or service delivery.
- Procurement support including raising purchase orders through to payment finalisation.
- Other reasonable duties as directed by the WestConnex Unit Manager.

Note: the above functions and services are indicative. They may change from time to time, in consultation with the appointed Staff member.

KEY RELATIONSHIPS:

Internal: Council management, Strategic Planning Group Staff, other Council employees

External: Committees of the community, WestConnex contractors, Roads and Maritime Services, Department of Planning and Environment, Environmental Protection Authority, Sydney Motorway Corporation.

**WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT
EMPLOYEES WITH NO STAFF REPORTING TO THEM AND/OR NO MAJOR PROJECT
RESPONSIBILITY
LEVEL 6**

Level 6 staff are required to perform their duties in accordance with their job description and safe working practices. It is the responsibility of each staff member to ensure that they comply with Work Health & Safety legislation as well as Council policies, procedures and safe work practices and that their actions do not subject any person to risk. The responsibility of this position requires:

| Responsibilities | Performance Measures |
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| <ul style="list-style-type: none"> Ensuring all work is performed in accordance with requirements of the Health and Safety policy, procedure and legislation | <ul style="list-style-type: none"> Conformance to WH&S policy and procedures Knowledge of, and use of Safe Work Method Statement (SWMS) and Standard operating procedures |
| <ul style="list-style-type: none"> Taking reasonable care for their own Health and Safety as well as that of others | <ul style="list-style-type: none"> Use of SWMS and Standard operating procedures |
| <ul style="list-style-type: none"> Having an understanding of the Health and Safety requirements associated with their employment | <ul style="list-style-type: none"> Training records |
| <ul style="list-style-type: none"> Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor Ensure all potential or actual areas of danger within the workplace are immediately made safe, repaired and reported to the appropriate person/s as soon as possible; | <ul style="list-style-type: none"> Hazard identification reports Workplace inspection reports |
| <ul style="list-style-type: none"> Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards. | <ul style="list-style-type: none"> PPE maintenance records Knowledge and use of Standard operating procedures |
| <ul style="list-style-type: none"> Working in accordance with relevant competency standards | <ul style="list-style-type: none"> Training records. Supervisor site inspection records |
| <ul style="list-style-type: none"> Knowledge of WH&S and related legislation within scope of job description | <ul style="list-style-type: none"> Attendance at training sessions |

Applicant Declaration

I,..... have read and understood the position description for the **Administration Officer WestConnex Unit** as detailed in this document.

Signature:

Date: / /