



INFORMATION PACKAGE

POSITION VACANT

ADMINISTRATIVE ASSISTANT ENVIRONMENTAL SERVICES

REF NO: ESC282

CLOSING DATE: 4.30PM FRIDAY 15 NOVEMBER 2019

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Thank you for enquiring about this position.
If, after reading the information in this package, you would like further information please contact Chris Clancy on 4474 7328.



Collaborative Respectful Team Spirit Professional Open + Trusting



Important Information

Use our on-line application system to apply for this position. This can be accessed through the Jobs at Council section of Council's website www.esc.nsw.gov.au

Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.



Position Description

Administrative Assistant Environmental Services


Position Code	378
Division	Environmental Services
Location	Moruya Administration Offices
Band/Level	Administrative / Technical / Trades Band 2 Level 1

Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

 Our values	We are collaborative	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
	We are respectful	We show respect and compassion to each other and our community. When there are issues, we go to the source.
	We show team spirit	We nurture and value our relationships, bringing out the best in each other.
	We are professional	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
	We are open and trusting	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

To provide comprehensive and quality customer service and administrative support to Environmental Service Division.

Main duties and key result areas (KRA)

1. Respond to a broad range of enquiries from the public, stakeholders and internally. This includes: analysis, collecting, assessing and presenting information to provide initial responses inclusive of allocating to appropriate Officers as required.
KRA: Responses to customers are accurate, relevant and timely. Review and analysis of a range of information sources is used. Service requests are produced, assigned and responses logged accurately in accordance with the timeframes adopted, complaints policy and respecting privacy provisions.
2. Provide secretarial support for minute taking, word processing, correspondence and other duties as required to Environmental Services.
KRA: Administrative support provided in a timely and efficient manner
3. Provide administrative support such as: preparations for sampling and licence based monitoring; mail outs; education materials; arranging and supporting meetings and web content; and raising purchase orders, receipting of goods/services and reconciliations.
KRA: Preparation for sampling, passage to laboratories and all administrative functions are delivered accurately and to time.
4. Maintain and assist with development of relevant databases/records and enter data as required including requirements for council delivery and operational plans
KRA: Carry out data entry and word processing by providing quality documents and database reports produced to meet deadlines and customer needs.
5. Assist with monitoring of procedures and templates to ensure compliance with relevant legislation and council requirements
KRA: Sources of information are identified, documentation is in line with legislation, regularly reviewed to ensure ongoing compliance and communicated to staff.
6. Assist with special assignments and research tasks as required.
KRA: Assistance and support provided as required.

7. Within area of responsibility, ensure
 - * the application of EEO and Diversity principles, and
 - * the health and safety of all persons through the implementation of, and compliance with Council's WHS Policy and procedures.

KRA : WHS Policy and WHS system implemented together with demonstrated compliance with EEO and Diversity principles and practices.

Qualifications/Experience (Selection Criteria)

Essential

1. Demonstrated high level organisational skills and ability to work effectively in a busy workplace with ability to meet deadlines
2. Administrative skills inclusive of word processing, data entry, typing, report writing, minute taking and letter writing.
3. High level of interpersonal skills and experience in customer service in demanding situations.
4. Computer literacy with expertise in MS Office (Word, Excel, Access) including word processing, spreadsheet, database, and internet/email packages.
5. Ability to work with minimal supervision and as part of a team.
6. Willingness and ability to follow EEO and diversity principles and practices.
7. Knowledge of, or the ability to quickly gain knowledge of, Council's Work Health Safety Policy and procedures.

Desirable

1. Knowledge of Local Government functions, policies and procedures.
2. Related experience in compliance and enforcement environment

**The requirements outlined in Council's Policies and Codes of Practice
apply to all employees of Council.**

EMPLOYEE:	Position Vacant
SUPERVISOR:	Chris Clancy
DATE:	October 2019

CONDITIONS OF EMPLOYMENT

Position Title:	Administration Assistant Environment Services
Reference Number:	ESC282
Grading:	Grade 8 of Council's salary system
Salary Range:	In the range of \$1,180.46 to \$1,257.80 gross per week comprised of: * \$1,078.05 to \$1,148.68 base salary, * \$102.41 to \$109.12 superannuation (calculated at 9.5%)
Award:	Local Government (State) Award 2017
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Pre-placement Medical:	An offer of employment for this position maybe subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.
Hours of Work:	Full-time, 35 hours per week. Office hours are: 8.30am to 4.30pm, Monday – Friday ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.
Location:	Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets).
Leave Entitlements:	4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year. 3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART



EUROBODALLA SHIRE COUNCIL
DIVISION CHART

