

# Eurobodalla Shire Council Information Package

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**Position vacant:** Depot Administration Support

**Ref no:** ESC957

**Closing date:** Sunday 28 April 2024 at 11:00pm

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Eurobodalla Shire Council  
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Thank you for enquiring about this position.  
If you would like more information after reading this package,  
please contact Lisa Videion on 0437 692 342.

## Important information

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Use our online application system to apply for this position. This can be accessed through the Vacant positions page of Council's website at [www.esc.nsw.gov.au/jobs-at-council](http://www.esc.nsw.gov.au/jobs-at-council).

Applicants found suitable through this recruitment process may be contacted for fixed term contract opportunities of less than 12 months where the position is similar in nature – meaning the position requires the same nature of duties, abilities, qualifications, experience and standard of work performance.

## 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 to demonstrate your knowledge and experience.
- 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 please contact Council's Recruitment team on 02 4474 7378.

## Position description

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### Depot Administration Support

Position code:	86
Division:	Works
Location:	Moruya Depot
Band/Grade:	Administrative / Technical / Trades Band 2 Level 1 – Grade 8

### Council values

At Eurobodalla Shire Council we embrace diversity and inclusion and value the contribution and experience of all our people. We are proud to work on Yuin Country.

Our Council Values represent “the way we do things around here.” We value collaboration, respect, teamwork, professionalism, openness and trust. Our values guide our decision-making and behaviour and underpin the interactions and professional relationships we have with others in our day-to-day work.

Values also contribute to our organisation's strategic direction and reinforce our commitment to creating a safe and mentally and physically healthy workplace. We strive to build a workforce culture that embraces work-life balance, wellbeing, and flexibility.

We encourage applications from people of all backgrounds and abilities.



#### **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 sources.

#### **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 honest and vulnerability. We look for the best in people and expect that in return.

## Primary purpose of the position

Handle customer enquiries and administrative functions associated with all Works operations.

## Main duties and key result areas (KRA):

1. Respond courteously to counter and phone enquires and maintain a high level of information output to both internal and external enquiries.  
*KRA: Provide timely and quality advice and information in response to internal and external enquiries. All communication and interactions are professional, respectful and aligned with Council values.*
2. Provide support, base communication and assistance to Works Coordinators, field personnel and other depot staff. Includes cost reporting.  
*KRA: Ensure that a high level of support is provided to outdoor staff, Coordinators and other depot staff. Reports, costing, data entry provided accurately, within timeframes. Reporting requirements of internal customers are of a high standard, within timeframes and meet customer needs.*
3. Maintain and manage the Request Management System (RM). Promptly raise and allocate work requests. Assist in production of performance reports.  
*KRA: Accurate information is recorded. RM's are raised and work requests and relevant reports are generated in a prompt and efficient manner. Inspection and completion details are recorded, work requests are allocated and reports of outstanding work requests are produced within required timeframes.*
4. Arrange inurnments and burials, including reservations. Maintain and accurately update cemetery GIS, database and associated records.  
*KRA: Arrangements for burials/inurnments are arranged with sensitivity, in accordance with Council policy, procedures and legislation. Relevant information is accurately recorded in GIS, database and associated records.*
5. Arrange procurement of materials and services, including plant hire and other contractors, in accordance with Councils purchasing policies and contractual requirements.  
*KRA: Materials, services and plant hire are provided in accordance with Council procedures. Ensure all purchases and procurements are according to Council policy and procedures.*
6. Process all documentation, including invoices, records management and data entry.  
*KRA: Ensure all documentation including; invoices, plant hire returns, private works, gravel pit returns are processed accurately, within timeframes, in accordance with Council policy, procedures and relevant legislation.*
7. Receive, reconcile and bank monies according to Council policies and procedures.

*KRA: Ensure all monies are receipted and banked according to Council's policies and procedures.*

8. Follow EEO and diversity principles and practices.

*KRA: Work practices are compliant with EEO and diversity policies and procedures.*

9. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.

*KRA: Council's WHS Policy and procedures complied with.*

## Qualifications/experience (selection criteria)

### Essential

1. High level of competency in the use of computer applications and data entry skills, including word processing databases, accounting systems and spreadsheets.
2. Demonstrated ability to work both unsupervised as well as flexibly and harmoniously in a team environment.
3. Demonstrated ability and commitment to providing excellent customer service.
4. High level oral and written communication skills.
5. Demonstrated commitment to continuous improvement.
6. Actively and positively participate in team development e.g. toolbox meetings, training and team performance reviews.
7. Willingness and ability to follow EEO and diversity principles and practices and knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

### Desirable

1. Knowledge of Civil works and Local Government operations.
2. Certificate III in Business Administration or equivalent.

## Licence and qualification requirements

### Mandatory licences and qualifications required prior to commencement

1. Current Class C Driver's Licence.

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A satisfactory outcome as a result of a National Criminal History Record Check is a requirement for this position.

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

Supervisor:

Senior Administration Support Officer

Date:

April 2024

Information package:  
Depot Administration Support



## Conditions of employment

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Position title:	Depot Administration Support
Reference number:	ESC957
Grading:	Grade 8 of Council's salary system
Salary range:	<p>In the range of \$68,886.71 to \$75,661.73 gross per annum comprising:</p> <ul style="list-style-type: none"><li>• \$62,060.10 to \$68,163.72 base salary</li><li>• \$6,826.61 to \$7,498.01 superannuation (calculated at 11%)</li></ul>
Award:	Local Government (State) Award 2023
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Hours of work:	<p>Full time, 70 hours per fortnight. Office hours are:</p> <p>8.30am to 4.30pm Monday to Friday</p> <p>Eurobodalla Shire Council has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.</p>
Location:	Based from Moruya Depot and may be required to work at various locations across the Shire, including the Depots in Batemans Bay and Narooma.
Leave entitlements:	<p>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.</p> <p>3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.</p>

# Organisation chart

