



## POSITION DESCRIPTION

<b>Position Title</b>	Administration Assistant	
<b>Directorate</b>	Community	
<b>Service</b>	Creative Communities	
<b>Responsible to</b>	Creative Communities Manager	
<b>Position Supervises</b>	<b>Direct:</b> Nil <b>Indirect:</b> Nil	
<b>Position No.</b>	TBA	
<b>Status</b>	Permanent Full-Time	
<b>Hours</b>	35 hours per week There is an occasional requirement to work after-hours including evenings and weekends.	
<b>Salary</b>	19 to 31	Band & Level: 2/1
<b>Pre-employment checks</b> <b>Legislative requirements</b>	<input checked="" type="checkbox"/> Police Check	
<b>Date reviewed:</b> 1 November 2023		<b>Reviewed by:</b> People and Culture

## **POSITION PURPOSE**

The role of the Creative Communities team is to lead the delivery of creative programs, events and activations, place making projects and cultural initiatives that promote the creativity, diversity and vibrancy of the community and position the Inner West as a creative and cultural leader. Working within a team environment and reporting to the Creative Communities Manager, you will be responsible for coordinating a range of administrative duties for the Creative Communities team whilst providing high quality internal and external customer service.

You will be community focused and work collaboratively with the Creative Communities team, providing administrative support, to ensure the success of the service unit.

## **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 of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. We are here to be of service to the community and make Inner West a great place to be. 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:**

1. Demonstrated experience working within a community services environment and providing high level group administrative support.
2. Highly developed organisational skills and time management skills with the ability to meet competing deadlines.
3. Demonstrated ability to work across a range of administrative tasks.
4. Experience in financial administration, including raising of purchase orders, invoice processing and updating budget data.
5. Ability to undertake tasks associated with the preparation of correspondence, maintaining meeting records such as agendas and minutes, and tracking council and committee resolutions as required.
6. Excellent customer service skills, including providing clear, accurate and timely information and advice
7. Commitment to working in a team environment and multi-skilling.
8. Advanced computer skills and ability to use a range of computer applications.

### **Desirable Criteria:**

1. Experience working for Local Government.
2. Current NSW Class C Driver's Licence.

## KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

Providing and undertaking various administrative support duties in accordance with Council standards and business rules such as but not limited to:

- Data-entry, including processing, reporting, manipulating, cleansing, interrogation
- Prepare routine correspondence including letters, forms, memos and invitations.
- Liaising with Council's Governance team to ensure attendance of Councillors, Members of Parliament and other identified guests at events and the provision of associated briefing documents.
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- Meeting support, such as meeting coordination, minutes and agenda compilation, and distribution
- Records management, scanning, electronic and manual filing, photocopying etc.
- Diary management where required
- Monitor and maintain equipment supplies, including stationery
- Dispatch incoming calls appropriately including take messages and take resulting actions where required
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- Providing advice and assistance to customers on the processes and services undertaken by the Creative Communities team
- Facilitating and arranging the payment of purchase orders, invoices and other Tech1 requests and requirements accordingly
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- Carry out data collection as required and ensure that information is interpreted accurately and stored appropriately
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- Develop and maintain co-operative, appropriate and effective working relationships with internal and external stakeholders, with a demonstrated commitment to excellence.
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- Provide clear, concise, and appropriate advice and recommendations to the Manager and other relevant staff in a timely, and accurate manner
- Support the Creative Communities' team and contribute positively to performance of the team in delivering corporate performance requirements, outcomes and specified outputs.
- Ensure that the Manager is informed of any issues which may affect staff and/ or the delivery of the Creative Communities service

## KEY RELATIONSHIPS:

**Internal:** Manager Creative Communities and team, Senior Managers and staff across Inner West Council

**External:** Inner West community members and visitors  
Arts, cultural and creative industry sector  
Education sector organisations  
Community sector  
Local, state and federal governments, and peak bodies.  
Local businesses, local employers,

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

**Applicant Declaration**

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

Signature: .....

Date:        /        /