

Position Description

Title: Administration Assistant Part Time (Position 5387)	Award Classification: Band 2, Level 1
Department: Infrastructure Delivery	Salary Classification: Grade 3
Tenure: Permanent Part Time	FTE: 0.68

Context:

The Operations & Planning Directorate operates in an environment subject to continual regulatory and funding change both at State/Federal Government Level. In particular, usage growth and renewal needs, regulatory responses, community development concerns, ageing infrastructure, infrastructure maintenance, infrastructure renewals and build infrastructure are key contributing trends to be addressed over time through the work of Council and the Division.

The Administration Assistant position is part of the administrative team within the Operations & Planning Directorate providing administrative support services to assist the Division in the achievement of its goals and objectives.

Role Purpose:

To provide general administrative support to the Manager Infrastructure Delivery and all supervisory/technical staff of the Infrastructure Delivery Office.

Key Accountabilities:

- Provide general administrative support to the Manager Infrastructure Delivery and all supervisory/technical staff of the Engineering Works Office, including administrative, clerical, data entry and reporting.
- Provide administrative support for customer requests, correspondence, telephone calls and reporting requirements for the section in cooperation with other Council staff.
- Assist in achieving outputs, performance measures and objectives of the Section, Unit, Department and Council
- Ensuring all correspondence and work orders allocated to the team member are processed in accordance with Council performance targets
- The provision of sound, timely and accurate advice and reporting, where appropriate, to the Manager Infrastructure Delivery or their delegate
- Promoting high levels of customer service

- Performing other reasonable duties as directed by the Executive Officer or their delegate
- Ensuring compliance with relevant Council Policies

Core Competencies:

- HSC and/or a minimum Certificate III Business Administration or other relevant to the position.
- Proven ability in an administration role with a minimum of one year experience
- Demonstrated commitment to providing good customer service to internal and external customers.
- Demonstrated high level communication skills for both written and verbal communication.
- Demonstrated knowledge, experience and capability in the use of Microsoft Office Professional Applications, Geographical Information Systems and corporate computer systems (CivicView)
- Demonstrated basic understanding of civil infrastructure construction operation and maintenance
- Ability to work with minimum supervision and as part of a multi-disciplinary team.
- Current Driver's licence; and
- General Construction Induction Card

Supervision Received:

This role reports to the Executive Officer Operations and Planning.

Supervision Exercised:

Nil.



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our community to build an
inspired, connected
Macleay Valley”**

Role Authorisation:

.....(Director Signature) Date

Role Acceptance and Accountabilities:

The work of the role has been discussed and explained to me and I expect to be held to account for work performed in accordance with this role.

.....(Role Incumbent's Signature) Date