

Position Description

Title: Administration Support Officer (Position 5413)	Award Classification: Band 2, Level 1
Department: Operations and Planning	Salary Classification: Grade 3
Tenure: Temporary Full Time (to 10/5/19) Temporary Part Time (21 hours to 1/10/19)	FTE: 1

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 Support Officer 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 word processing, customer service and administration support to Council's Operations and Planning Department.

Key Accountabilities:

- Provide clerical and administrative support to the Operations and Planning Directorate and the Executive Officer.
- Undertake a full range of administrative and office management functions including financial, project and records management, information dissemination, office administration, data entry, arrange and attend meetings and take minutes, coordinating catering services and dealing with a broad range of sensitive and confidential issues.
- Performing various financial support tasks.
- Diary management.
- Assisting in the implementation of a variety of processes and procedures.
- Assist with grant applications.
- Gather, collate and provide background information to support informed decision

making and planning.

- Providing internal and external customer service.
- Ensuring compliance with relevant Council Policies.
- Contribute to efficient service delivery and service improvement of the Unit and Department.
- Performing other reasonable duties as directed by the Executive Officer or their delegate.

Core Competencies:

- Certificate III Business Administration or equivalent or willingness to obtain
- Demonstrated experience in an administrative role with a high volume of work
- High level computer skills including Office 365, with an ability to learn other key applications utilised within Council - (HP Trim, CivicView, MapInfo (GIS))
- Demonstrated ability to organise and prioritise work to meet strict deadlines
- Demonstrated experience in providing excellent levels of customer service
- Ability to work with minimum supervision and as part of a multi-disciplinary team
- Demonstrated superior communication skills, both verbal and written
- Hold and maintain a current NSW Driver's licence.

Supervision Received:

This role reports to the Executive Officer.

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