

Position description

Water & Sewer Development Administration Officer

Division:	Infrastructure & Engineering Services
Department:	Water Planning & Assets
Reports to:	Coordinator Water Development & Assessment
Number of direct reports:	0
Location:	Yalawanyi Ganya, Taree
Grade:	6
Employment status:	Permanent Full Time
Hours of work:	35
Date approved:	February 2024

Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

Wellbeing	We value safety, security, health and happiness
Integrity	We are open, honest, accountable and take pride in all we do
Sustainability	We use efficiencies, innovation and cooperation to achieve sustainable results
Respect	We work together respectfully ensuring inclusion, equality and open communication

Position Overview

This position sits within the Water Planning & Assets department of the Infrastructure and Engineering Services Division and is responsible for providing professional administrative support across the Water Development & Assessment team. The Administration Officer is responsible for services including correspondence, reports, agendas, minute taking, invoice / purchasing functions in Technology One, maintaining data registers and compiling bulk documentation for grants and submissions.

Key Accountabilities & Duties

- Provide professional administrative and office management support for the Water Development & Assessment team.
- Provide a professional administrative support service, including dealing with telephone and customer enquiries and relaying all messages and information to relevant staff.
- Administration of sewer drainage diagrams, including issuing to external customers for conveyancing and plumbing improvement/renovation purposes.
- Administration of water and sewer development related applications.
- Draft and sign correspondence, prepare reports and agendas, and record meeting minutes as required.
- Process routine financial transactions and purchase orders, following approval process.
- Undertake general office duties.
- Provide a high level of customer service to the community, internal customers, and other stakeholders.
- Assist other Business Facilitation Officers and Administration Officers within the division as required.
- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.
- Demonstrate commitment to identifying and following MidCoast Council's values, policies and procedures.
- Support and contribute to a culture of continuous improvement.

Selection Criteria





1. Tertiary qualifications in Business / Administration or related certificate with demonstrated experience in an administrative / customer service role.
2. Solid working knowledge of MS Office (Word, Excel, PowerPoint). Experience with Electronic Document Management Systems and mapping software would be desirable.
3. High level digital literacy and data entry skills.
4. Understanding of Technology One or relevant corporate systems and experience with purchase order processing.
5. Strong written and verbal communication and interpersonal skills.
6. Possess a high level of self-awareness and an interest in learning new things.
7. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.
8. Outcome focused with an ability to solve problems. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
9. A current Class C drivers licence.

Position Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose.

More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Is a Working with Children Check required for this position?

Yes ☐ No ☒

Is a criminal record check required for this position?

Yes ☒ No ☐