

Position Description

Position Title	Communication and Administration Support Officer
Position No	6266
Directorate	Community
Department	Children, Youth and Family Services
Unit	Early Years Services
Appointment Type	Permanent Part Time
Classification	Band 5
Location	Kyneton - all employees may be directed to move either permanently or for temporary periods to other offices within the Shire due to operational requirements.
Reviewed by People and Wellbeing	April 2024
Employee – Name	

Position Objective

To provide high level administrative support to the early years Coordinator including the promotion of kindergarten programs and development of internal and external correspondence and communication strategies.

Organisational Values

Macedon Ranges Shire Council are committed to the core values of respect, honesty, accountability, working together and innovation.

We will show **respect** for each other and other opinions and perspectives. We will be **honest** about issues and gaps we have identified and that there is room for improvement. We will show ownership and be **accountable** for the actions we identify. We will **work together** positively and constructively across our department and directorate. We will be **innovative** through being open to new ideas and ways of doing things.

Key Responsibilities and Duties

Communication and marketing

- Prepare appropriate correspondence and documentation for Council's Early Years unit including communication plans, event briefings, marketing strategies and promotional material.
- Research, analyse and prepare content for Councillor Bulletin articles, Councillor Briefings, media releases, fact sheets, correspondence and other documentation.
- Research and prepare Early Year's specific information for distribution to parents/families.
- Prepare content for online communication and marketing on Council's intranet, website and Facebook.
- Revise and distribute publicity and promotional material regarding Council's Early Years Kindergarten Services.
- Assist the Coordinator Early Years Services in administrative tasks related to communications with service users, potential service users, and early years employees and contractors.
- Liaise with stakeholders to organise events such as openings and special events for the Early Years services.

Administration

- Assist the Coordinator Early Years Services with administrative processes and procedures related to projects and support the Coordinator to implement as required.
- Assist the Coordinator with preparation of correspondence, organising meetings, and minute taking.
- Assist the Coordinator with organising kindergarten professional development days and parent information events.
- At the discretion of the Coordinator, assist the unit with other administrative tasks as required.
- Assist in the preparation of surveys, high level reports, statistics and accurate data collection as required.
- Support the early years team in the record keeping, administration and correspondence for emergency evacuation drills and incidents.
- In conjunction with the Early Years Team Leader seek opportunities for additional funding grants which support the improvement of the kindergartens.
- Execute all procedures related to grant application from commencement to completion.

Occupational Health and Safety and Risk Management

- Create, maintain, and foster a safe work environment at all times.
- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety
- Ensure staff follow safe work practices, procedures, instructions and rules at all times and report potential breaches.
- Ensure compliance with the provisions of the Occupational Health and Safety Regulations at all times.
- Ensure that identified risks are reported to line managers and identified risk reduction strategies are implemented.
- Ensure compliance with Council's Occupational Health & Safety and Risk Management Policy and Procedures.

Record Keeping

This position is responsible for ensuring that records are created which will adequately document the business activities in which they take part, and that the records created and received are captured into the appropriate and authorised recordkeeping systems in accordance with records management policy.

Organisational Relationships

Reports to	Coordinator Early Years Services
Supervises	Nil
Internal Contacts	All Council Staff
External Contacts	Community groups and organisations Council and community early years services Local, State and Federal Government departments Members of the public and local business

Accountability and Extent of Authority

- Responsible to make decisions on all matters that are within the responsibility of the position, ensuring that they are within legislative requirements, Council policies and established procedures.
- Freedom to supervise resources is set by clear objectives and/or budgets, frequent consultation and regular reporting.
- Ability to provide specialist advice or regulate clients under close supervision or clear guidelines, effect of actions taken on individual clients may be significant but subject to appeal or review.
- Ability to provide direct support and assistance with the freedom not act not simply by standards and procedures, actions taken will have an impact on the employee supported.

Judgement and Decision Making

- Exercise judgement in situations that require referral to other areas of Council or senior staff.
- Capacity to problem solve using guidelines, professional and technical knowledge or experience.

- Ability to solve occasionally complex or technical problems, with new situations requiring some creativity and originality.
- Guidance and advice is usually available within time to make a choice.

Specialist Knowledge and Skills

- Demonstrate proficiency and sound knowledge of Microsoft office software packages, including, Microsoft word, excel and outlook.
- Strong written skills to present a professional image of the organisation in correspondence, reports and other documentation.
- Demonstrated ability to apply for grants and manage communication aspects of projects.
- Understanding of long-term unit goals and appreciation of wider organisation goals.
- Understanding of policies, regulations and precedents of the unit.

Management Skills

- Work with limited supervision at times and use one's own initiative to meet established deadlines.
- Manage time, set priorities, plan and organise one's own work to achieve specific and set objectives in the most efficient way possible, within the resources available and within set timelines.

Interpersonal Skills

- Ability to gain cooperation and assistance from clients, other employees and members of the public in the administration of well-defined activities.
- Ability to write reports and prepare external correspondence.
- Demonstrated ability to work as a member of a team and co-operate with and assist colleagues.

Qualifications and Experience

- Degree or Diploma in Business Administration or a Communications/Marketing discipline (or currently undertaking studies) with little or no experience OR less formal qualifications with relevant experience.
- Demonstrated experience in office administration, communications or marketing.

- Demonstrated experience in the use of Microsoft Office.
- Hold a current employee working with children card.
- Current Victorian Driver's License.

Key Selection Criteria

1. Degree or Diploma in Business Administration or Communications/Marketing (or currently undertaking studies) with little or no experience OR less formal qualifications with relevant experience.
2. Excellent written and oral communication skills with ability to prepare reports such as grant applications, marketing strategies and correspondence.
3. Strong interpersonal skills with the ability to interact and establish professional relationships with internal and external stakeholders.
4. Demonstrate proficiency and sound knowledge of Microsoft office software packages, including, Microsoft word, excel and outlook.
5. Demonstrated ability to work as a member of a team and co-operate with and assist colleagues.
6. Ability to work with limited supervision at times and use one's own initiative to meet established deadlines.

Note: Appointment is subject to the successful completion of a National Police Check

Conditions of Employment

Employment conditions for all employees are in accordance with the current certified agreements at this council and employment contract or industrial agreement, organisational policies and procedures as amended.

Current certified agreements pertaining to Macedon Ranges Shire Council employees are:

- Macedon Ranges Shire Council Enterprise Agreement 2022
- Early Education Employees Agreement 2020

Arrangements specific to your employment and work place will be explained to you during the recruitment process. For further details Enterprise Agreements can be downloaded from www.fwc.gov.au.

You will be responsible for the duties as outlined in this position description and any such duties, which could be reasonably asked of a person in this position, as designated to you by your supervisor.

Application Process

The selection process has been designed to ensure that all eligible applicants have an equal opportunity to demonstrate their skills and suitability for the position. The selection process may include skills tests or work samples where appropriate, reference checking, psychological profiling, a medical examination or police check.

Appointment to positions within Macedon Ranges Shire Council is on the basis of merit.

Key Selection Criteria

The position description should be read very carefully as this describes the core duties and requirements of the position and outlines the criteria used as a basis for selecting the most appropriate person for the job. Unless specified it is mandatory to address the key selection criteria.

We recommend that rather than stating you can meet each criterion; give specific examples illustrating particular skills which will enable us to determine how you meet the criteria of the position.

More Information

The Contact Officer's name is stated on the Job Advertisement. If you have any queries, please contact this person so your questions can be addressed promptly. Speaking to the contact person may assist you in your decision on whether to apply for the position.

Privacy Statement - Recruitment

Personal and Health Information will be collected by Council during the recruitment process. The Personal and Health Information will be used solely by Council for this purpose. Council may disclose this information to other organisations if required by legislation. The applicant may apply to council for access to and/or amendment of the information after finalisation of the appeals process. Information relating to

unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council's Privacy Officer.

Canvassing of Councillors and Council Officers

Canvassing of Councillors and Council Officers, either indirectly or directly that may influence the outcomes of this application may be deemed a disqualification.