

POSITION DESCRIPTION

TITLE:	Administration Coordinator - Engineering
CLASSIFICATION:	Band 2 Level 3
REPORTS TO:	Director Infrastructure Services
DIRECT REPORTS:	Purchasing/Administration Officer, Trainee
DATE REVIEWED:	November 2021

This is not a static document. Management reserves the right to review and amend this position description in consultation with the position holder from time to time as the need arises.

JOB SUMMARY

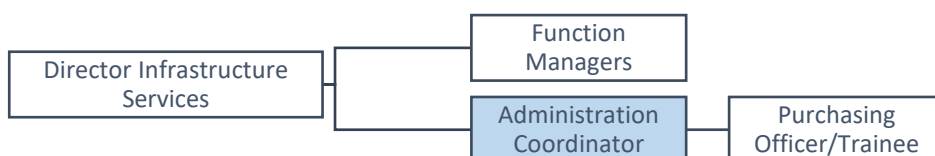
Provide professional, efficient, and effective executive level administrative support to the Director and Managers of the Engineering Department to ensure the operational priorities and service delivery outcomes are met and the department can respond to issues effecting the organisation and the community in a timely and professional manner.

COUNCIL'S CORE VALUES

Council staff are committed to delivering value to our community by aligning to our core values of Accountability, Communication, Effective Leadership, Integrity and Teamwork. The abbreviated mantra "**ACE IT**" represents who we are as an organisation, these core values are the guiding principles for how we carry out our duties and interact with our community.

Accountability	Communication	Effective Leadership	Integrity	Team Work
We are responsible for our actions, our behaviour and the satisfactory completion of allocated tasks	We communicate openly and respectfully, sharing timely and appropriate information with others	We lead by positive example, embodying all of Council's agreed Values	We are consistently honest, transparent, ethical and fair, regardless of the situation	We work collaboratively to achieve shared goals for Council and the community

ORGANISATIONAL RELATIONSHIPS



SPECIFIC ACCOUNTABILITIES

ADMINISTRATIVE SUPPORT

- Develop and maintain a procedure manual for this position.
- Receptionist and main point of contact for incoming telephone calls for the department, resolve enquiries/queries whenever possible and/or redirect customers as appropriate taking responsibility for follow up actions.
- Provide a variety of generic administrative duties, acting as a business partner to support the department
- Maintain the Director's schedule of appointments, meetings, and travel arrangements.

- Research, prepare, coordinate, and review complex correspondence in relation to specific projects, initiatives and issues ensuring that submissions are accurate, timely, have appropriate signoffs, and comply with Council policies and procedures.
- Oversee the department's finance related tasks including debtors, creditors, purchase orders, journals, credit card reconciliations and month end reporting, ensuring all associated documentation is supplied in compliance with Council's procurement policies and procedures.
- Monitor expenditure and liaise with function managers to prepare monthly reports for the Director.
- Assist with the financial and administrative duties associated with the efficient operations of the Cobar Water Board.
- Manage reporting on behalf of the department ensuring accuracy, relevance, and adherence to deadlines, which may include coordinating input from other departments for complex/technical issues.
- Prepare, collate, and distribute a variety of meeting agendas, attend meetings, and record and distribute accurate and timely minutes as required.
- Project management of small funding initiatives when required.
- Assist in dealing with customer complaints by using the Complaints Policy procedure.
- Take a shared responsibility for the achievement of department's outcomes and participate in building a performance culture within the team.
- Continually audit systems and processes across the department to assess their suitability and effectiveness to meet the current and future needs of the department, driving continuous improvement to support the delivery high quality and best value service.
- Liaise with internal and external customers and deal with difficult customer situations in a professional and courteous manner while maintaining a high level of customer service and demonstrating tact and diplomacy.
- Provide a variety of assistance to other Council staff members and/or departments upon request.
- Maintain strict confidentiality when dealing with classified or sensitive information.
- Give and receive regular feedback to enable performance to be improved and ensure individuals receive the support and tools they need to perform to the best of their ability.

WORK, HEALTH AND SAFETY

- Take reasonable care for own health and safety as well as health and safety of others by adhering to safe working procedures including verbal instructions given by supervisors.
- Work with due diligence and consideration to safeguard their own health and safety and the health and safety of others.
- Report any potential hazards, incidents, or injuries to the Coordinator and WHS Adviser within 48 hours.
- Participate in any applicable WHS consultation arrangements.
- Comply with any Return-to-Work Plan if injured and support rehabilitation in the workplace.
- Correctly use all personal protective equipment.
- Comply with emergency and evacuation procedures and site rules if applicable.
- Report all identified hazards, accidents/incidents and near misses to manager/supervisor by actively monitoring the workplace to determine presence of hazards and initiate actions to rectify/eliminate the hazard.
- Comply with emergency and evacuation procedures and site rules if applicable.

GENERAL

- Actively share information and knowledge with relevant staff.
- Deliver the accountabilities and meet milestones, performance targets, and service levels within your role.
- Comply with the plans, policies, and procedures of Council and the service.
- Ensure accurate records are maintained in Council's corporate records management system as appropriate.
- Ensure timely attention to and reporting of matters requiring corrective action.
- Actively liaise with other Council staff, work collaboratively across the organisation, and contribute to a positive workplace culture.
- Contribute to a positive work environment within the team, business unit, and the workplace.
- Foster a culture of high performance, supporting others to deliver operational objectives.
- Undertake relevant training to improve performance of the individual, the organisation, and to meet mandatory and/or compliance requirements.

- When responding to customer enquiries both verbally and in writing, ensure that the information provided is accurate and in accordance with Council's policies, guidelines, and relevant legislation inclusive of the Privacy Act.
- Exhibit Council's core values in all that you do and say, demonstrating behaviours that are above the line and setting a positive example that inspires staff around you to do the same.
- Undertake any other duties as requested by Council within the skills and experience of the jobholder.

SELECTION CRITERIA

ESSENTIAL CRITERIA

- Tertiary qualifications at AQF Level 4 (Certificate IV) in Business Administration (or similar) combined with previous working experience in a similar senior/executive administration role
- Comprehensive user of Microsoft Office applications, email, and internet with high-level word processing skills
- Effective time management skills, including but not limited to, working independently, managing competing priorities, setting, and meeting deadlines and organising own workload with minimal supervision
- Demonstrated high-level attention to detail and accuracy, with the demonstrated ability to research, think analytically and plan work with proven problem-solving skills to develop potential options and recommendations for resolutions
- Highly organised with the ability and willingness to competently adapt within an environment of fluctuating workloads and changing priorities to meet operational outcomes
- Outstanding interpersonal, oral, and written communication, consultation, and negotiation skills with the demonstrated ability to develop and maintain effective relationships and partnerships with people at all levels
- Proven capability in preparing detailed correspondence, reports and submissions that require original sentence and paragraph construction, wording, and formatting, including complex agendas and minutes, tender documentation, and Council reports
- Demonstrated leadership skills to manage and motivate staff to work effectively both as individuals and as part of the team, while maintaining a positive team culture
- Sound knowledge of and commitment to the principles of workplace health and safety (WHS)
- Provisional Driver's Licence (minimum)

DESIRABLE CRITERIA

- Previous experience with website maintenance
- Knowledge and/or experience in a Local Government environment
- Construction induction (white) card

CONDITIONS OF EMPLOYMENT

SALARY

The position has been evaluated as Band 2 Level 3 in accordance with the NSW Local Government (State) Award.

HOURS

Full time administration staff work 35-hours each week. The spread of hours is worked over a 9-day fortnight, Monday to Friday. The standard working hours are 8:00am – 4:30pm with a 43-minute unpaid lunch break (7.78 hours each day).

Some variation in work hours may be required from time to time to ensure efficient undertaking of the position. Additional hours worked are generally recognised in the form of 'time off in lieu' rather than payment of overtime.

PRE-EMPLOYMENT SCREENING

Prior to commencement of employment with Council it may be necessary to undergo the following pre-employment screening (at Council's expense):

- Medical examination, which includes drug and alcohol testing
- Reference checking

EMPLOYEE ACCEPTANCE

This section verifies that the position holder has read the above position description and accepts the role and associated responsibilities contained within this document noting that this document is not a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

The position holder agrees to work cooperatively under Council's policies and procedures including work health and safety, equal employment opportunity and code of conduct.

NAME			
SIGNATURE		DATE	