

POSITION DESCRIPTION

Title:	Community Facilities Administration Officer
Group:	Chief Financial Officer
Reports to:	Property Coordinator
Grade:	10
Hours:	35 hours per week
Vehicle:	No

Position Purpose

To provide administrative services related to bookings of community facilities and assist with the administration of Council leases and licenses.

Qualifications and Experience

(Minimum required/essential for success in the job)

Essential:

- Certificate III in Business Administration or relevant experience in a property or administration related role.
- High level interpersonal skills.
- Excellent verbal and written communication skills including a professional telephone manner and the ability to liaise with all levels of staff and customers
- Solid working knowledge in Microsoft Office Suite of software and the ability to quickly adapt to new programs.
- Demonstrated ability to work independently as well as part of a team.
- Ability to work under pressure including meeting conflicting deadlines and demonstrated high attention to detail.
- Proven self-starter with ability to demonstrate initiative and enthusiasm.

Desirable:

- Demonstrated experience in community leasing and licensing and related property matters.
- Local Government knowledge and experience
- Experience in meeting coordination and minute taking

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

- Administer the bookings of community facilities including community centres, halls and Sportsfields (excluding the Civic Centre, Shellharbour City Stadium and Swimming Pools).
- Provide assistance and administrative support including but not limited to:
 - General correspondence and public exhibition documents;
 - Coordinate access, meetings and undertake minute taking;
 - Compilation of data for statistical reporting;
 - Identify and assist with updating corporate policies and procedures;
 - Preparation of reports for Council and the Executive Leadership Team;
 - Assist Debtor Officer as required
 - Administer receipt and release of bank guarantees.
- Assist with updating Council's Tech1 Property and Rating system and other Council databases in relation to, leases, licenses, bookings and other relevant matters.
- Assist Property Coordinator with ongoing matters pertaining to bookings, leases and licences.
- Assist with special projects as required.
- To relieve in the position of Property Coordinator.

Work Health & Safety

- Required to take reasonable care of self and others in the workplace.
- Cooperate with all health and safety policies and procedures agreed to by management and staff.
- Report any unsafe conditions that are identified.
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

Accountability and Behaviours

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- To conduct yourself at all times in accordance with Council's Core Organisation Values when dealing with Council, Community, Customers and Councillors (4C's).

Organisational Values

- Apply and demonstrate the key organisational core values - Collaboration, Accountability, Integrity, Respect, Sustainability