

POSITION DESCRIPTION	
Title:	Administration Officer
Group:	Community Connections
Reports to:	Group Manager Community Connections
Grade:	11
Hours:	35 hours per week, Job share position
Vehicle:	No
Position Code	75003 (14 hours) / 75004 (21 hours)
Pre-placement Medical:	Low Risk – Not required.
National Criminal Check:	Not Required
WCCC Check:	Not Required
Position Purpose	
To provide administrative support and supervision of Administration Assistants in the Community Connections Department.	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Relevant qualifications and/or extensive job related experience in a similar role • High level interpersonal skills and demonstrated high level written and oral communication skills • Ability to communicate effectively with a wide range of people including internal and external customers • Ability to maintain confidentiality and exercise discretion and diplomacy at all times • Excellent time management, organisational, analytical and problem solving skills • High level customer focused approach • Ability to work effectively as part of a team and the ability to work with minimum of supervision 	

- Excellent working knowledge of and experience in the use of Microsoft Word, PowerPoint and Excel and other relevant software
- A solid work ethic
- Experience in contributing to improvements to a quality management system or making suggestions for other business improvements

Desirable:

- Solid knowledge of Council's document management system
- Local Government experience

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

Provide administration and secretarial support to the Group Manager Community Connections

- Provide confidential secretarial and administrative support to the Group Manager Community Connections.
- Assist in arranging the Group Manager's diary on a day to day basis.
- Organise meetings, functions, luncheons and attendance at conferences for the Group Manager.
- Research and draft correspondence for the Group Manager.
- Assist the managers and provide administrative support for the management of the section.
- Provide assistance to the Director's Personal Assistant when required.
- Liaise with Council's managers and staff, external organisations and members of the community on behalf of the Group Manager.
- Co-ordinate Community Connection's casual administration needs for the department and reception.
- Attend meetings and take minutes/notes as required for staff, section and interagency meetings.
- Provide administrative support for the recruitment of staff to the department, including the preparation of correspondence and records management.
- Manage the procurement of stationery, furniture etc within the department using Council's Finance System.

Provide the Community Connections with Administrative Support

- Develop and implement sound administrative procedures within the Community Connections Section.
- Co-ordinate the timely completion of Council and Committee Agenda items and ensure a high standard is produced by the section.
- Ensure prompt follow-up of Council resolutions that relate to the section.

- Provide prompt, efficient and courteous service to all customer enquiries.
- Assist in purchasing and monitoring budget and actual income and expenditure.
- Supervise and provide support to the trainees.
- Develop and ensure that all internal and external customers are dealt with in a professional, efficient and courteous manner.
- Ensure compliance with organisational processes and standards in relation to all corporate systems and documentation.
- Provide office support for all corporate systems.
- Assist in programs and projects including Community Engagement.

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