

POSITION DESCRIPTION	
Title:	Administration Officer
Group:	Community Connections
Reports to:	Group Manager Community Connections
Grade:	10
Hours:	26 hours per week
Vehicle:	No
Position Purpose	
To provide administrative support to the Community Connections team as well as assisting with Community Connections events and activities.	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Tertiary qualifications in Office Administration or other relevant qualification or demonstrated experience • Solid working knowledge in Microsoft Office Suite of software and the ability to quickly adapt to new programs • Demonstrated skills in Microsoft Publisher in order to develop pamphlets, posters and newsletters • Ability to work under pressure and meet conflicting deadlines with high attention to detail • Excellent verbal communication, including a professional telephone manner and the ability to liaise with all staff and customers • Excellent written communication skills, including accurate spelling, punctuation and grammar • Experience in using a quality management system or other business improvement initiatives • Ability to undertake research and administer projects • Ability to work autonomously and as part of a team • Demonstrated integrity, enthusiasm and innovation • Ability to assist with Community Connections events and activities <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Knowledge of Community Connections operations • Knowledge of Local Government structure and operations • Knowledge of Shellharbour Local Government geographical area • Previous experience using Technology One program or similar document management system 	

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 secretarial services including minute taking, work processing and data entry
- Research information, collate results and draft reports
- Prepare correspondence
- Provide customer support including telephone and face to face
- Work in co-operation with other administration staff within the group to provide assistance at peak periods

Provide the Community Connection Group with Administrative Support

- Provide administrative advice to staff on the efficient production and presentation of documents
- Manage projects and processes as required
- Co-ordinate meetings and functions as required
- Co-ordinate staff attendance at conferences, seminars and training
- Provide high quality administrative support to the Community Connections team
- Attend meetings and take minutes/notes as required for staff, section and meetings
- Prepare draft reports, letters and memos for the Managers

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

Organisational Values

- Apply and demonstrate the key organisational values – integrity, respect, service, adaptability, collaboration and safety