

POSITION DESCRIPTION	
Title:	Senior Administration Officer - Depot
Group:	Services
Reports to:	Team Leader Depot Administration
Grade:	11
Position Allowances:	Nil
Hours:	35 hpw
Number of Direct Reports:	Nil
Number of Indirect Reports:	Nil
Vehicle:	No
Position Code:	83002
Pre-placement Medical:	Low risk – not required
National Police Check:	Not required
WCCC Check:	Not required
Date Developed:	July 2019
Date Reviewed:	August 2020
Position Purpose	
To provide support to Team Leader Depot Administration and Group Manager Services.	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Certificate IV in business administration or equivalent work experience in an administration role. • Ability to multitask, organise and prioritise work duties in a high volume environment. • Demonstrated experience to work in a team environment and without supervision. • Demonstrated experience to communicate effectively (both verbal and written). • Working knowledge of the software programs including but not limited to: <ul style="list-style-type: none"> • Technology One Asset system, Finance and ECM. • Intramaps. • Microsoft Office Suite. • Ability to support staff for training in software programs. 	

- Demonstrated experience in coordinating various administration projects.
- Ability to quickly learn new computer software applications.
- Current C class NSW driver's licence.
- A solid work ethic.
- Experience in contributing to improvements to a quality management system or making suggestions for other business improvements.

Desirable:

- Local Government experience.
- Ability to train small groups as required.

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.

- To provide efficient administrative duties for all sections of the Services groups which are: Admin Office, Workshop, Building, Civil, Cemeteries, Fleet, Fabricators, Nursery, Trees, Parks, Mowing and Cleaners.
- To assist with the administration of Road Opening permits.
- To provide timely and courteous delivery of customer service to both internal and external customers through telephone, email, over the counter and written enquiries.
- To assist in maintaining the Works Depot's Customer Request task list for all groups in ECM and Depot Admin.
- Research and draft correspondence for Group Managers as required
- For Services group purposes, maintain the Services group organisational structure as required and in accordance with Human Resources group.
- Word processing and spreadsheets as required.
- General administrative duties including assisting in the distribution of incoming mail.
- To provide assistance/onsite training to all sections of the Services staff in the use of Council's various computer systems, as required.
- To undertake required duties as Services Promapp champion.
- Accurate and timely maintenance of Council records, using various computer based information systems.
- Organise meetings, functions, luncheons and attendance at conferences for the Group Manager, as required.
- Assist in arranging the diary of Group Manager Services on a day to day basis, as required.
- Attend meetings and take minutes/notes for all group sections and meetings, as required.
- Contribute to effective teamwork by assisting administration staff as required.

- Update and maintain the Services Work Roster.
- Manage the procurement of stationery within the department using Council's finance system.
- Administration of yearly performance reviews for Services staff.
- Handle costing and general ledger enquiries as required.
- Setting up and coordination of various events for all group sections of Services e.g. Hep B screening, training courses, job interviews, bookings for meetings etc.
- To relieve Team Leader Depot Administration and Cemetery Services Officer when required.

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.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

Organisational Values

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councillors, Customer and Council.