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**Team Co-Ordinator**

# POSITION PROFILE

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| **Division** | **Shire Planning** | **Position ID** | 3.6.8 |
| **Group** |  | **Date Reviewed** | November 2021 |
| **Unit** | Strategic Planning | **Status** | Full time, permanent |
| **Reports to** | Mark Carlon | **Salary Grade** | Grade 5 |

# STRATEGIC INTENT

To assist in the planning for future communities

# POSITION PURPOSE

Ensure accurate, timely and reliable support to the Manager and professional team and to assist in the coordination and monitoring of the unit’s administrative, customer service, financial, performance, IT, WHS procedures. Provide support to the Division in preparation of reports and maintaining web content.

# POSITION OUTCOMES AND ACCOUNTABILITIES

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| **OUTCOME TO BE DELIVERED** | **PERFORMANCE STANDARD** |
| **General Administrative Duties**  General typing and correspondence – including composition of letters, memos, reports, public documents and responses as required.  Finalise reports for units across the Division  Ensure purchasing requirements of the unit are met.  Regular monitor incoming Unit CRMS’s and follow up with relevant staff.  Ensure appropriate and expeditious responses and services to telephone customers as required – from both in and outside of Council  Take minutes of Unit meetings, produce Action Notes and follow up as required.  Co-ordinate Unit responses to council performance reporting mechanisms as required  Co-ordinate, update and maintain the Division’s web content and assist to monitor website performance  Organise meetings/equipment/catering as required for meetings/forums – internal and external.  Maintain an overview of major projects undertaken by Unit team.    Manage and maintain unit filing/archives system including the Unit’s research data base (physical and electronic).  Co-ordinate electronic data collection for compilation of reports  Undertake mailouts to various groups in the community as needed.  Assist with the development, implementation and ongoing review of all Unit procedures.  Assist with the implementation and monitoring of WHS matters. | Work is completed promptly and accurately to Manager’s satisfaction  Reports meet the Corporate template requirements  Unit stocks maintained and purchase orders processed according to Council policy.  Unit CRMS’s dealt with promptly as possible and within Council service standards.  Responses are on time and accurate.  Accurate records/timelines are produced and documented, and actions required are followed up.  Reporting requirements fulfilled on time.  Web content is accurate and up-to-date and performance regularly reviewed  Meetings or forums operate without problems.  Up to date knowledge used in assisting unit staff and in provision of information to those outside of Unit on behalf of/in absence of unit staff.  Up to date reference sources for the unit staff are available.  Data is collected on time from correct sources, documented accurately and is easily accessible.  Mailouts completed successfully and to deadlines.  Procedures document, implemented and reviewed regularly.  WHS procedures for the unit monitored according to council policy |

# SELECTION CRITERIA / SUCCESS PROFILE

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| **Qualifications, Certificates or Licences** | **Essential** | Administrative or secretarial course including relevant Windows computer courses or equivalent |
|  | **Desirable** | Certificate in desk top publishing software/graphic design |
| **Experience or skills** | **Essential** | Intermediate experience with Microsoft Office Applications, (Word, Excel, PowerPoint).  Experience within a general office environment, filing, typing, drafting responses to basic correspondence.  Proven organisational skills.  Highly developed verbal and written communication skills.  Confident telephone manner and ability to take and relay messages.  Ability to provide administrative support in a team environment. |
|  | **Desirable** | Advanced computer skills |
| CORE CAPABILITIES | | |
| **Attributes** | * **Decision making**: Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them. * **Goals oriented:** Works to achieve self-set goals, taking on challenging tasks when necessary in order to achieve them * **Critical thinking**: Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders. * **Communication skills**: Able to articulate complex and technical matters in simple terms. * **People skills**: Empowers others to think for themselves, able to approach and attempt to resolve disputes in a constructive way and able to provide positive and constructive feedback when necessary. * **Team focussed**: Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues | |

# OUR VALUES

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| **Behaviours** | * **Collaborative** - be open and welcoming, genuinely connect to others, include others, work together as one * **Active** - be enthusiastic and optimistic, make a positive contribution, set goals to be the best you can be, deliver every day * **Respectful** – be honest and trustworthy, do what you say you will put yourself in the other person’s shoes, listen to what’s important to others * **Evolving** – stay up to date, take on new opportunities, think creatively about solutions, be a big picture thinker |

# CORPORATE OBLIGATIONS

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| **Employees** | No direct reports. Unit structure attached. |
| **Delegations** | Authority to operate within the Delegations attached to the position |
| **Risk Management** | Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks. |
| **Financial Management** | Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters |
| **Workplace Health and Safety** | Comply and co-operate with WHS policies, procedures, instructions and safe systems of work. |
| **Code of Conduct** | All employees are responsible for adhering to Council’s Code of Conduct and the policies and procedures that support it |
| **Workplace Behaviour & EEO** | All activities must comply with Council’s Workplace Behaviour Guidelines. |
| **Records Management** | Comply with Council’s Records and Information Management Policy including creation of appropriate records in Council’s records management system and proper custodianship of records to ensure against loss, removal or destruction |
| **Continuous Improvement** | Identify obsolete and inefficient practices and recommend changes where appropriate |
| **Customer Focus** | Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery |
| **Procurement** | Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement |

# SPECIFIC CONDITIONS OF EMPLOYMENT