

POSITION DESCRIPTION



We Value: **Respect** | **Communication** | **Fun & Humour** | **Pride** | **Trust** | **Teamwork**

POSITION SUMMARY

POSITION TITLE:	Administration Officer
DEPARTMENT:	Engineering Services
CLASSIFICATION:	Level 1 – 2
AWARD:	Queensland Local Government Industry (Stream A) Award – State 2017
REPORTS TO:	Director of Engineering Services
DELEGATIONS:	As per Council's Delegation of Authority register

OBJECTIVES OF THE POSITION

To provide efficient and effective administrative assistance to Council's Engineering, Works and Technical Services Departments to ensure the objectives of the Corporate and Operational Plans are met.

OUR VALUES

Everything Council does is underpinned by its values which define the culture of the Organisation and the behaviours that shape our interaction with the community and each other.

RESPECT	We treat each other with respect regardless of status. We act professionally, support each other and our organisation, and together we celebrate our successes with understated pride.
COMMUNICATION	We share information and knowledge with each other in an open, clear & timely manner. We actively and empathetically listen to each other, seek to understand and embrace robust conversations. We aim for constructive debate rather than criticism.
FUN & HUMOUR	We incorporate fun & humour in the workplace and recognise that it promotes positive workplace relationships and positive workplace behaviours such as knowledge sharing, informal training and empathy in times of need.
PRIDE	We have pride in ourselves, our organisation and the workplace. We strive to deliver high quality work and innovative programs and services to our communities.
TRUST	We treat people with integrity, respect and empathy to build and maintain positive relationships. Trust in our workplace promotes confidence that the organisation and colleague care about you and respect your knowledge and what you stand for.
TEAMWORK	We are one organisation across all functions and locations within the Shire. We work towards a common goal through cooperation and teamwork.

KEY POSITION ROLES

- Undertake general administration for the Engineering, Works and Technical Services sections, this can include but not limited to:
 - Assistance with preparation of Quotation & Tendering materials & documents including assessment data entry;
 - Daily development of the daily resource sheet (who & what's where each day);
 - External (includes Depot & Workshop) staff time sheet checking & collation;
 - Works meetings preparation, agendas & minutes development;

- Monitor hired machinery charge out and reconcile payments for Hirers invoices;
- To assist with Quality Assurance activities when required;
- To assist with Workplace, Health and Safety activities when required;
- Depot visitor point of check in;
- Prepare recoverable works claims forward lists of works, forecasts & claims;
- Collate and reconcile Contractors invoices for payment;
- To assist with daily costings when required;
- To develop works orders & monitor completion timeframes;
- To issue & monitor small plant & loose tools supply & return;
- To assist the Workshop & Works Supervisors with procurement and documentation of hired machinery;
- To assist with the processing of cost reports and financial reconciliation tasks associated with work projects;
- To assist with the administrative tasks associated with the preparation of forward works programs and contractual arrangements with Main Roads on such matters as Road Infrastructure Programs, reseals, flood damages etc.; and
- To assist with RMPC claims and documentation.

KEY NON-POSITION ROLES

POSITIVE ATTITUDE AND ENTHUSIASM

- Demonstrate and encourage a positive attitude relating to your work, your fellow workers and the organisation; and
- Treat fellow workers, customers, Councillors and members of the public in an honest, respectful and courteous manner, while recognising that they have the right to hold views which may differ from your own.

TEAM ROLE

- Demonstrate and encourage a sense of teamwork within the workplace and the entire organisation as a whole; and
- Share information, assets and resources across Council departments to enhance the seamless delivery of services.

CAREER DEVELOPMENT ROLE

- Be proactive in the continual improvement of all aspects of your work performance. You have a continuing responsibility to maintain and enhance your skills and expertise and keep up to date the knowledge associated with your area of work; and
- Be aware of, maintain knowledge of and comply with Acts, Regulations, local laws, policies, delegations and procedures applicable to your role. Further you will comply with relevant awards, certified agreements and Council policies and procedures.

INNOVATION AND CONTINUOUS IMPROVEMENT ROLE

- Value and seek to innovate and continuously improve performance; and
- Treat complaints from clients and the community seriously and respond to constructive feedback as an opportunity for improvement.

OUR VALUES ROLE

- Promote and model the desired culture of the organisation by demonstrating and actively promoting the values of the organisation.

CORPORATE REQUIREMENTS

- Compliance and adherence to Council's Code of Conduct, Council Policies and Procedures;
- Maintain the confidentiality of information that you have access to as a result of your role, that is not publicly available;
- Commitment to utilising resources in an efficient, effective and accountable way as allocated under the level of responsibility for this position;
- Ensure all corporate information is captured within Council's business systems by adhering to Record Keeping policies and procedures;
- Abide by Council's OH&S policies, procedures and safety instructions; wear the protective clothing and equipment when provided; and maintain all necessary licences/professional/trade memberships associated with the work you will be carrying out to ensure your own health and safety and that of others within the workplace;
- Be aware of, and contribute as required by the position, to the advancement of asset management within Council; and
- Undertake any other duties as are reasonably within the limits of the employee's skills, competence and training.

KEY REQUIREMENTS

MANDATORY REQUIREMENTS/EXPERIENCE

- Successful completion of Year 12 or equivalent;
- Competent computer skills including Microsoft Word and Excel;
- Satisfactory oral and written communication skills (report writing etc);
- Current Queensland 'C' Class Drivers Licence (manual);
- Current General Construction Induction Card;
- Demonstrated ability to liaise with people at all levels within the organisation;
- Proven ability to work alone and as a member of a team; and
- Demonstrated ability to work under pressure, meet deadlines and to prioritise work commitments.

DESIRABLE REQUIREMENTS/EXPERIENCE

- Twelve (12) months experience in an administration support role;
- Local Government Industry experience; and
- Prior experience in cost reporting, budgets, financial reconciliation and record keeping.

WH&S DUTY STATEMENT

All Quilpie Shire Council employees have a duty under the Workplace Safety & Safety Act 2011 Section 28. While at work, all Quilpie Shire Council workers must:-

- Take reasonable care for his or her own health and safety;
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- Comply, so far as the worker is reasonably able, with any reasonably instruction that is given by the person conducting the business or undertaking to allow there person to comply with this Act; and
- Co-operate with any reasonably policy or procedure of the person conducting the business of undertaking relating to health or safety at the workplace that has been notified to workers.

WH&S DUTY MANAGEMENT

EMPLOYEES

All employees have a legal duty to comply with statutory and Quilpie Shire Council WH&S Management System – SAFE PLAN, WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following statements apply to all employees, including permanent, part-time and casual employees.

Responsibilities include:

- Being aware of the Quilpie Shire Council WH&S Management System – SAFE PLAN the WH&S Management Plan and MAPs;
- Performing all work and associated functions in a safe manner;
- Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers;
- Correctly using and maintaining all personal protective clothing and equipment supplied by the organization;
- Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WH&S procedures;
- Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Quilpie Shire Council property generally;
- Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage;
- Attending any toolbox, team talks or specific training supplied by Quilpie Shire Council;
- Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures;
- Working in a manner that will not endanger themselves, other employees or the public; and
- Report any concerns for WH&S to your Supervisor.

ACKNOWLEDGEMENT

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Date Reviewed: May 2019

Approved By:

Dave Burges

Chief Executive Officer