



Position Description

Works Administration Officer (Operations)

Applications Close:
5:00pm on Monday, 28 October

Position Title Works Administration Officer (Operations)
Position Number WU10304
Department Works and Operations
Classification Level 2 or 3, Queensland Local Government Industry (Stream A) Award 2017 and Winton Shire Council Enterprise Bargain Agreement 2019 as varied (\$69,842.24- \$75,330.84)
Terms of Employment Full Time Fixed- Term 6 months

Supporting documents

Employee Code of Conduct

Workplace Health & Safety Responsibilities

Winton Shire Council Drug and Alcohol Policy

Organisational environment

Winton Shire Council's Mission Statement is:

"Through meaningful engagement, implement a range of strategies that cater to people from all walks of life, our community needs and aim to enrich our lifestyle and preserve our heritage".

Winton Shire Council's Vision is:

"To grow our community and explore exciting, new and innovative opportunities which will retain existing and attract new people with whom we can share our unique lifestyle and rich heritage".

Winton Shire Council's Corporate Values are:

Accountability:

The ethical concept associated with responsibility, enforcement, blameworthiness, transparent process, liability, and other terms associated with being answerable for the trust that is bestowed by those whom we serve.

Effectiveness:

The idea of carrying out a program or process that is entirely adequate to accomplish the purpose that has been identified as a goal or aspiration.

Efficiency:

The concept that in the process of pursuing or effecting any program, procedures, or task where all wastage is minimised.

Sustainability:

Is the capacity to maintain a certain process or state indefinitely? When applied in an economic context, a business is sustainable if it has accepted its practices for the use of renewable resources and is accountable for the environmental impact of its activities.

Meaningful Community Engagement:

Encompasses the principle of seeking the views and opinions of the Community. This is to be through an effective committee system and public consultation process as part of Council's decision making methodology.

Good Governance:

This describes the process of decision-making and the process by which decisions are implemented (or not implemented), hereby, public institutions conduct public affairs, manage public resources, and guarantee the realisation of human rights. Good governance accomplishes this in a manner essentially free of abuse and corruption and with due regard for the rule of law.

Ethical and Legal Behaviour:

Ethical behaviour is characterised by honesty, fairness, and equity in all interpersonal relationships. Ethical behaviour respects the dignity, diversity and rights of individuals and groups of people. When coupled with legal behaviours there is an expectation that there will be a penalty for conduct that breaches any law statute or regulation.

Organisational relationships

Reports to:

Manager Works and Operations

Supervision of:

No supervision applicable

Internal Liaisons

Works and Operations department and administrative departments across Council

External liaisons

Winton Shire Community at large, Suppliers and Contractors.

Position objectives

The position is responsible for providing effective and efficient administration support to the Manager Works and Operations with Council's Works and Utilities Department and to provide where necessary administration support and collaboration across Council, customers, partners and suppliers. Relevant skills essential for success in this position, include:

- Excellent time management, organisation and planning with an ability to prioritise and manage own time and meet critical time frames.
 - Proficient communication skills (written and oral) and effective negotiation skills with the ability to deal with all levels of the organisation, clients and stake holders externally.
 - Effective administrative management skills. This includes record keeping, maintaining progress schedules and routine budget and cos control monitoring.
 - Exceptional attention to detail and well developed analytical, problem-solving ability.
- And
- Demonstrated ability to develop reports, generate meaningful datasets, reports and plans.
 - Professional customer service skills and ability to work with minimal supervision.

Organisational commitment

Corporate

All Local Government employees are required to comply with relevant Acts and regulations, Council's policies and procedures as amended from time to time.

Confidentiality and improper use of information

All Council documents and information are treated with complete confidentiality. Information gained during employment with Local Government must not be used to gain advantage, or to cause detriment to the Local Government.

Continuous quality improvement

All employees are encouraged to embrace the concept of Continuous Quality Improvement (CQI) within the workplace. This will encourage creativity and innovation and identify and implement improved ways of doing things through this structured process.

Workplace Health and Safety

All employees have a duty under the *Workplace Health and Safety Act 2011* Section 28.

While at work all Winton Shire Council workers must:

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

Qualifications required

- Mandatory qualifications are not necessarily required. However, experience with general office administration, finance scheduling, record keeping and administrative support would be highly regarded.
- Internal training for specific areas relating to the position will be required.
- The ability and /or inclination to undertake a Certificate in Business Administration or related qualification would be a requirement of the position.

Additional requirements and working conditions

The following requirements and working conditions will be necessary in this role:

- Clear Australian Federal Police Check and medical fitness assessment to perform duties are prerequisites.
- Positive Working with Children Blue Card.
- Possession of a "C" Class Manual Driver's licence with the ability to drive in rural and remote locations.
- Travel within the shire area will be required for this position.
- Be ware of any training necessary as a requirement of the position.
- Undertake continuous improvement of Council's policies and processes.
- Maintain confidentiality of all Council operations.
- Deliver agreed outcomes, on time and in accordance with best practice principles.
- Attend relevant functions, meetings, workshops, seminars and training courses as directed.
- The Council Employee Code of Conduct applies to this position.

Statement of key responsibilities and duties

The position is required to provide administrative support to the Manager of Works and Operations and supervisors within the Works and Operations portfolio. This includes, but not limited to:

- General office administration and support including document management, record keeping, filing mail retrieval and distribution, scheduling and diary management.
- Liaising with relevant customers and stakeholders including the Management of customer service requests.
- Undertake reconciliation of credit card transactions, requisition management and vendor engagement as required. This also includes annual budget compilation and assistance in monitoring projects performance against budget allocations.
- Supporting Procurement and Contract management including producing purchase orders and undertaking reconciliation of invoices for works completed and good received.
- Contribute towards business improvement by supporting administrative and process reviews.
- Support the development and implementation of relevant infrastructure policy and procedure initiatives.
- Monitor the progress of short term and long term works projects to ensure that milestones and performance indicators are met, including preparation of internal project milestone and progress reports.
- Preparation of a range of external facing reports, submissions or tender documents (with related datasets) relevant to the portfolio.
- Assist with maintaining records to ensure integration with Main Roads related works, including Inspection Test Plans, Checklists, Traffic Management Plans, Construction Plans, tender documents ect.
- Any other duties as directed by senior staff, relevant to the position and within the capabilities of the officer.

The above responsibilities may be modified from time to time ensure the expected outcomes are coordinated with Council's operational and corporate plans.

Key selection criteria

The applicant's suitability for this role will be assessed against the following competencies:

Selection Criteria 1

Excellent time management, organisation and planning with an ability to prioritise and manage own time and meet critical timeframes.

Selection Criteria 2

Proficient communication skills (Written and oral) and effective negotiation skills with the ability to deal with all levels of the organisation, clients and stakeholders externally.

Selection Criteria 3

Effective administrative management skills. This includes record keeping, maintaining progress schedules and routine budget and cost control monitoring.

Selection Criteria 4

Exceptional attention to detail and well developed analytical, problem-solving ability.

Selection Criteria 5

Demonstrated ability to develop reports, generate meaningful datasets, reports and plans.

Selection Criteria 6

Professional customer services skills and ability to work with minimal supervision.

Other relevant information

- The selected applicant will be subject to a criminal history check – undertaken and paid for by Council.
- The selected applicant will be required to undertake a pre-medical assessment to prove that they are medically fit to carry out the duties and responsibilities of the position with Council covering the cost.
- This position will be subject to a minimum probationary period of three (3) months. The applicant's employment will undergo a review at the end of the probationary period and a recommendation will be made to the Chief Executive Officer regarding permanent employment in the position.
- The selected applicant may be required to provide Winton Shire Council with a recent photograph of the person, at the time of the person's induction, for the purpose of creating a Winton Shire Council Employee Identity Card. Under (s138A) of the Queensland Local Government Act 2009 the employee has a legal obligation to hand any such identity card/s back to the employer within twenty-one days of termination of employment, unless the employee has a reasonable excuse.

In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.

Authorisation

(This section to be completed with the successful applicant upon completion of the recruitment process)

By signing this authorisation, the successful applicant acknowledges that they have read this Position Description and understand the responsibilities associated with the position.

I,

accept the position of **Works Administration Officer (Operations)** with the Winton Shire Council and the details as outlined in the Position Description.

I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

Signature:

Date

Recruitment process

Candidates should lodge their applications in accordance with the directions outlined in “How to Apply for the Position” below.

How to apply for the position

We invite you to lodge a formal application which MUST include a:

- **Resume,**
- **Cover letter, and**
- **Response to the Selection Criteria (SECTION 9 of the Position Description)**

Completed applications are to be forwarded to: jobs@winton.qld.gov.au

Shortlisting and interviews

The Shortlisting of all applicants will be undertaken by a Selection Panel within five (5) working days after receipt of a completed suitable application. Interviews may be conducted face to face, or via video-conferencing or tele-conferencing, depending on the location of candidates and the technology available at the time.

Further information

For further information in relation to this position please contact Winton Shire Council, on 07 4657 2666.