

## **ADMINISTRATION OFFICER**

### **About us**

The Shire's major centre of West Wyalong is centrally located on the junction of the Newell and Mid Western Highways and within a 160 kilometre radius of Wagga Wagga, Griffith, Forbes, Parkes and Cowra and within 300 kilometres of Canberra – providing an authentic rural lifestyle with the conveniences of the city well within reach. The community is proud of the facilities and services across the shire, but our greatest asset is our people where new residents are embraced and valued.

The Bland region has a rich history and a vibrant future. Today the Shire is a blossoming rural economy built around sheep, cattle, wheat and other crop varieties while in more recent times the Shire has also experienced significant developments away from agriculture. Evolution Mining operates a gold mine at Lake Cowal while Pace Farm has the biggest egg producing facility in the southern hemisphere.

### **About the role and who we are looking for:**

Council is currently seeking an Administration Officer to provide administrative and records support to the Corporate Services Directorate and customer service to internal and external clients. You will be required to administer and maintain Council's Records System complying with Corporate record keeping requirements, the State Records Act, the Privacy and Personal Information Protection Act and other relevant legislation.

To be successful in this position, you will possess the following skills and experience:

- Current Class "C" Driver Licence
- Certificate III in Business Administration and/or relevant experience in an office environment

### **What we have to offer:**

- As a valued member of our team, you'll receive the following benefits:
- Competitive salary and opportunity for salary progression
- Flexible work arrangements
- Learning and career development opportunities
- 9 day fortnight roster
- Allowance, overtime and call out penalties when required.
- Hourly rate starts at \$29.99
- Plus a 10% Council Superannuation contribution.



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### **How to apply:**

Before applying, please review the POSITION DESCRIPTION.

Please address the questions on the application page on the website <http://www.blandshire.nsw.gov.au/your-council/careers> . When responding to the questions, please include detailed relevant examples of your skills and experience.

You'll have the opportunity to attach your cover letter and resume.

For more information regarding the Administration Officer position, please contact Leesa Bryant on (02) 6972 2266.

Interested persons are required to obtain an information package from Council and address the question(s) listed on the web site to be considered for this position. Information Packages are available at <http://www.blandshire.nsw.gov.au/your-council/careers> or contact Human Resources on (02) 6972 2266.

### **Our Vision:**

A place where people are valued, an environment that is respected, a future that is bright and a community that is proud.

**CLOSING DATE: 10 JUNE 2022**

## **Position Description**

### **Administration Officer - Corporate Services**

<b>Directorate</b>	<b>Corporate and Community Services</b>
<b>Location</b>	<b>Bland Shire Council, Shire Street West Wyalong</b>
<b>Classification/Grade/Band</b>	<b>Grade 7</b>
<b>Position Code</b>	<b>3104 - 35 hour week</b>
<b>Date Position Description approved</b>	<b>1 October 2009</b>

### **Council overview**

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The Bland Shire has a rich history and a vibrant future. Today the Shire is a blossoming rural economy built around sheep, cattle, wheat and other crop varieties while in more recent times the Shire has also experienced significant developments away from agriculture. Evolution Mining operates a gold mine at Lake Cowal while Pace Farm has the biggest egg producing facility in the southern hemisphere.

### **Council values**

- Put the Community First,
- Work together as a committed team,
- Respect and value each other,
- Have open and honest two-way communication,
- Act with integrity and honesty,
- Continuously improve our service,
- Keep ourselves and other safe.

### **Primary purpose of the position**

To provide administrative and records support to the Corporate Services Directorate and customer service to internal and external clients.

## Key accountabilities

Within the area of responsibility, this role is required to:

- Administer and maintain Council's Records System complying with Corporate record keeping requirements, the State Records Act, the Privacy and Personal Information Protection Act and other relevant legislation
- Open and process daily mail, both paper and electronic, into Council's Electronic Records System in ensuring compliance with standards, policies and procedures
- Distribute documents and files improving efficiency and communication
- Classify, register, file and track records and information within the records system improving processes and efficiency
- Process information requests and issue Outstanding Action reports meeting agreed outcomes
- Undertake file maintenance and dispose of documents in accordance with legislative requirements and Council policy
- Participate in the planning and operation of Council's Records Management Database contributing to the continuous improvement of Council's Records System
- Participate in the development and review of Record's policies and procedures
- Assist the Senior Records Officer to monitor and report on Council's Records Management Program
- Participate in regular audits of records system to ensure accuracy of system
- Delivering multiple administrative support activities and services in line with agreed service standards, timeframes and milestones, given tight timeframes and the need to maintain accuracy and attention to detail
- Carry out other duties that are within the limits of the employee's skill, competence and training.

### WHS:

- Read and comply with all WHS policies and procedures in relation to your WHS roles and responsibilities
- Immediately report all hazards and incidents, following the appropriate processes
- Work in a manner that will not endanger yourself or any other person.
- Assist new employees in the use of proper work practices and procedures.
- Use personal protective equipment clothing or equipment (PPE) provided as instructed by your supervisor and report any defective or damaged PPE.
- Not attempt any task unless you are capable and competent to carry out the task.
- Participate in rehabilitation and return to work programs if required
- Comply with Corporate record keeping requirements.

## Key challenges

- Identifying and resolving arising issues and providing responses in a timely manner to maintain positive and cooperative Service relationships.
- Dealing with issues in a manner that maintains respect, confidentiality and discretion.
- Balancing unexpected situations, competing service demands and the provision of a responsive service with the need to adhere to legislative and regulatory requirements

## Key internal relationships

Who	Why
Manager Customer and Financial Services	Liaise to clarify tasks and priorities Manage and escalate issues as appropriate
Team Members	Collaborate on maintenance and development of Council's assets Negotiate task priorities Ensure safety and quality standards are met

## Key external relationships

Who	Why
Community	Maintain a friendly, professional and positive council presence Ensure public safety at all times

## Reports to

Manager Customer and Financial Services

## Essential requirements

Criteria
<b>Criteria 1:</b> <b>Mandatory</b>
Current Class "C" Driver Licence Certificate III in Business Administration and/or relevant experience in an office environment.
<b>Criteria 2:</b>
Demonstrate Accountability: Take responsibility for own actions, commit to safety, and act in line with legislation and policy Work Collaboratively: Be respectful, inclusive and reliable team member, collaborate with others and value diversity Deliver Results: Achieve results through efficient use of resources and a commitment to quality outcomes Technology and Information: Use technology and information to maximise efficiency and effectiveness
<b>Criteria 3:</b>
Thorough knowledge of WHS & EEO practices and principles.





### Key Physical Requirements (Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)

Constant sitting  
Constant bilateral fine finger manipulations  
(keystrokes)  
Occasional stooping/bending/squatting.  
Occasional lifting/carrying <10kg.

## Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Intermediate
	<b>Demonstrate Accountability</b>	<b>Intermediate</b>
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	<b>Work Collaboratively</b>	<b>Intermediate</b>
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	<b>Deliver Results</b>	<b>Foundational</b>
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	<b>Technology and Information</b>	<b>Intermediate</b>
	Procurement and Contracts	Foundational

## Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

### Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> <li>Follows through reliably and openly takes responsibility for own actions</li> <li>Understands delegations and acts within authority level</li> <li>Is vigilant about the use of safe work practices by self and others</li> <li>Is alert to risks in the workplace and raises them to the appropriate level</li> </ul>
<b>Relationships</b> Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>Encourages an inclusive, supportive and co-operative team environment</li> <li>Shares information and learning within and across teams</li> <li>Works well with other teams on shared problems and initiatives</li> <li>Looks out for the wellbeing of team members and other colleagues</li> <li>Encourages input from people with different experiences, perspectives and beliefs</li> <li>Shows sensitivity to others' workloads and challenges when asking for input and contributions</li> </ul>
<b>Results</b> Deliver Results	Foundational	<ul style="list-style-type: none"> <li>Takes the initiative to progress work tasks</li> <li>Clarifies work required and timeframe available</li> <li>Identifies what information/resources are needed to complete work tasks</li> <li>Checks own work for accuracy, quality and completeness</li> <li>Completes tasks under guidance, on time and to the required standard</li> </ul>
<b>Resources</b> Technology and Information	Intermediate	<ul style="list-style-type: none"> <li>Shows confidence in using core office software and other computer applications</li> <li>Makes effective use of records, information and knowledge management systems</li> <li>Supports the introduction of new technologies to improve efficiency and effectiveness</li> </ul>