

Position Description

Visitor Information Centre Assistant

Directorate	Executive Services
Location	4-6 Shire Street, West Wyalong
Classification/Grade/Band	Grade 5
Position Code	1304 – Part Time
Date Position Description approved	January 2020

Primary purpose of the position

Provide the front-line response to all visitor enquiries and where applicable service their needs via direct action

Key accountabilities

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

- Assist in the promotion and maintenance of Council's Visitor Information services, resources for the Visitor Information Centre, ensuring effective and efficient marketing of Bland Shire as a desirable destination.
- Assist to update, maintain, compile and distribute publications, newsletters, forms, reports, brochures and booklets, using a number of software packages.
- Assist in the promotion of the visitor attractions in the council area.
- Support council's staff in tourism matters.
- Contribute to the continuous improvement of the centre and processes.
- Compile relevant statistics
- Research local and regional tourism events and opportunities.
- Provide professional customer service, including telephone and counter enquiries
- Assist in ordering, supplying and merchandise of brochures and souvenirs
- Carry out other duties that are within the limits of the employee's skill, competence and training.

WHS Responsibilities:

- 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 internal relationships

Who	Why
Team Members	Negotiate task priorities Ensure safety and quality standards are met
Tourism and Administration Officer	Liaise to clarify tasks and priorities Manage and escalate issues as appropriate

Key external relationships

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

Selection requirements

Criteria:

Essential Criteria:

Certificate in Tourism, Customer Service or experience in related area.

Current Class "C" Driver Licence

WHS and EEO

Sound understanding of and commitment to EEO and WHS principles and practices.

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

Constant sitting





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	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	Demonstrate Accountability	Foundational
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational

Core Capabilities

- Manage Self: Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning
- Community and Customer Focus: Commit to delivering customer and community focused service in line with strategic objectives
- 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