



## ***Position Description***

<b>POSITION</b>	Administrative Assistant
<b>SECTION</b>	Business Technology
<b>DEPARTMENT</b>	Corporate Services
<b>ESTABLISHMENT NO.</b>	BCC625
<b>POSITION TYPE</b>	Permanent, full-time
<b>REPORTS TO</b>	Chief Digital Officer
<b>DIRECT REPORTS</b>	No
<b>POSITION GRADE</b>	Band 2 Level 1 Salary System Grade 7
<b>APPROVAL LIMIT</b>	\$0
<b>RELEASE LIMIT</b>	\$0
<b>DATE</b>	November 2019

### POSITION PURPOSE:

- To assist the Chief Digital Officer and other team leaders in ensuring the department operates smoothly and efficiently by providing secretarial and administrative assistance
- Act in accordance with the *New South Wales Work Health Safety Act 2011*, *Work Health Safety Regulation 2017* and the Work Health and Safety Management (WHS) System.

### QUALIFICATIONS & EXPERIENCE:

#### **Essential:**

- Tertiary qualifications in a related field
- Solid relevant work experience
- Highly computer literate
- Demonstrated commitment to customer service
- Ability to work within a team environment
- Current class C driver's licence.

**AUTHORITY:**

- The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities. The incumbent's authority is subject to any limitation imposed by the Management Team, Corporate Policies, Procedures and Work Instructions.

**KEY ACCOUNTABILITIES:**

- Preparation of correspondence, reports and memorandums through the provision of secretarial services to the Chief Digital Officer and team leaders, ordering and purchasing including procurement, processing of invoices and raising purchase orders
- Mayor/Councillors/members of the senior management/external contacts enquiries and requests are dealt with promptly and efficiently
- Maintain a high degree of discretion and confidentiality of information and tasks
- Deadlines are met for typing reports to Council and VIP correspondence
- Maintain record management in accordance with Council's Record Management Procedures.

**Work Health Safety (WHS):**

- Implement, monitor and, or comply with councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Adequately familiarise themselves with their WHS responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law (HVNL)* and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the *Child Protection (Working With Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your Supervisor immediately
- WHS001 – Matrix is attached.

**Corporate:**

- To commit to and embrace the objectives of Our Blacktown City 2036. Contributing within Council's staffing structure and program of works to deliver our corporate objectives and strategic vision.

**Equal Employment Opportunity (EEO):**

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

**Environmental Sustainability:**

- Act in accordance with the *Protection of the Environment Operations Act 1997*, *the New South Wales Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

**DUTIES:**

- Actively participate in the development and maintenance of a safe working environment
- Develop and maintain effective working relationships with staff and other key stakeholders
- Drafting routine correspondence and memorandums on behalf of the Chief Digital Officer
- Drafting of all letters and VIP Correspondence as directed by the Chief Digital Officer
- Follow up on VIP and general correspondence to ensure responses within nominated timeframe
- Originate necessary action in relation to enquiries/complaints in the absence of the Chief Digital Officer with the follow up of issues
- Filter Chief Digital Officer's incoming telephone calls in a professional and courteous manner
- Ensure clerical functions such, as orders, cheque requisitions; petty cash etc. are co-ordinated and controlled
- Ensure ordering and purchasing of IT products and equipment is carried out
- Processing of invoices and filing of all EAs and purchase orders and delivery dockets of IT products and equipment purchased
- Reconciliation of orders and invoices
- Ensure supplier liaison for product availability and rapid delivery of products and equipment
- Ensure invoices are dealt with promptly

- Maintenance of relevant statistical information
- Assist in the management of software license allocations across Council, alerting the Chief Digital Officer to when license allocations may be depleted
- monitor the implementation of Council resolutions within the section, outstanding correspondence and outstanding report lists
- Assist in the production of presentations and submissions
- Assist with the preparation of sections operating budgets and ensure budget forms are completed accurately and submitted within time constraints
- Maintenance of relevant monthly sectional status reporting and safety audit reports
- Log maintenance requests through Technology One
- Assist the Help Desk when required by answering phone calls and logging details into the IT Service Management system
- File WHS reports including incident, injury and notifications reports
- Maintain and project a courteous and professional image at all times
- All other administrative tasks appropriate to the position as directed by the Chief Digital Officer
- Producing and editing of reports to Council as allocated by Chief Digital Officer
- Assist in the completion of audits, governance and risk-management within Business Technology.

PERFORMANCE CRITERIA:

- As per Council's Performance Management System.

Employee Name (PRINT): \_\_\_\_\_

Employee Sighted and Agreed: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Name (PRINT): \_\_\_\_\_

Authorised by Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_