

# Position Description: Engineering Administration Officer

## **PRIMARY ROLE STATEMENT**

Our purpose is to provide valuable services that strengthen and support the Cumberland Community.

Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

The role of this position is to provide administrative support to the Manager Design and Technical Services and staff within Unit. Duties include provision of a high level of customer service to the unit, customers, and general administrative duties.

## **KEY DUTIES AND RESPONSIBILITIES**

- Provide direct administrative support to the Manager Design and Technical Services and teams within the Unit, including vetting phone calls, relaying messages, arranging meetings, sourcing information and liaising with contacts
- Providing front line advice to all contacts on areas of responsibility for the Design and Technical Services Business Unit
- Effectively and efficiently deal with customer and Council inquiries both in person, by telephone or email
- Assist the Manager Design and Technical Services in collating information to provide to Council and Councillors
- Provide general administrative support to the Design and Technical Services Business Unit
- Prepare correspondence and reports as required
- Management of the filing and retrieval of documents, both manual and electronic
- Effective management and recording of documents in TechOne
- Prepare and review reports for Council Committee Meetings, including Cumberland Traffic Committee and Floodplain Management Committee
- Prepare agendas and documents for Council Committee Meetings
- Record minutes of meetings as required
- Utilise and have extensive knowledge of Microsoft Office
- Use discretion and honour confidentiality with personal and/or sensitive information at all times
- Arrange meetings for the Manager Design and Technical Services and staff as required

### **Child Safe Organisation**

- Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supporting Council environment, which endeavours to promote child safe, child friendly practices.

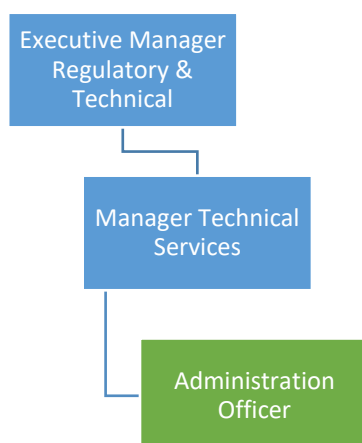
### **Fraud and Corruption Prevention**

- Council constantly strives to improve our practices to ensure we uphold the highest ethical standards. Council has a zero tolerance approach to any fraud and corruption, and all staff are required to participate in and support fraud and corruption control initiatives. All officers must report any potential fraud or corruption misconduct to Council’s Internal Ombudsman in the first instance, who will notify the General Manager. Council also has a Public Interest Disclosures Policy which you should review, outlining that Council will consider each report and make every attempt to protect the staff member making the report from any form of reprisal.

### **Work Health & Safety**

In accordance with councils WHS policy 2018, all employees have a responsibility to take reasonable care of their own health and safety, and that of others. To meet this commitment, all levels of management shall be held responsible for ensuring all staff are aware of and have agreed to work to this policy.

### **ORGANISATION STRUCTURE**



We are **determined**  
to succeed



We are **inclusive**  
in our approach



We are **progressive**  
in our outlook

## ABILITIES, QUALIFICATIONS, EXPERIENCE

### *Essential*

- Completion of administrative/business course or equivalent
- Minimum of five years administrative experience (preferred Local Government experience)
- Experience in office management and administration
- Knowledge of Microsoft Office suite
- Extensive Computer literacy with demonstrated implementation of those skills
- High level Communication skills, both written and oral, with a focus on providing strong customer service
- Ability to work as part of a Team
- Ability to meet deadlines on a daily basis and possession of time management skills

### *Desirable*

- Demonstrated knowledge of the Local Government environment
- Experience in dealing with confidential matters
- Experience in providing assistance to senior staff members
- Knowledge of TechOne System
- Knowledge of InfoCouncil Software
- Current drivers license

### *Employment Screening Required*

- Qualifications verification
- Licence Check if driving Council vehicles

<b>Position &amp; Est Number</b>	
<b>Classification</b>	
<b>Job Function Group:</b>	Professional
<b>Reports to:</b>	<b>Manager Technical Services</b>
<b>Staff Reporting Responsibilities:</b>	Nil
<b>Budget Responsibility:</b>	Nil

Date:



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Agreed:

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[Insert Employee Name]

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Employee signature



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