



INFORMATION PACKAGE

POSITION VACANT

DEPOT ADMINISTRATION SUPPORT FIXED TERM UNTIL MAY 2022

REF NO: ESC441

CLOSING DATE: 4.30PM THURSDAY 13 MAY 2021

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Thank you for enquiring about this position.
If, after reading the information in this package, you would like further information please contact Janette Gwynne on (02) 4474 1396



Collaborative Respectful Team Spirit Professional Open + Trusting



Important Information

Use our on-line application system to apply for this position. This can be accessed through the Vacant Positions section of Council's website www.esc.nsw.gov.au

Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.



Position Description

Depot Administration Support

Position Code	86 – Fixed Term
Division	Works
Location	Moruya Depot
Band/Level	Administrative / Technical / Trades Band 2 Level 1

Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

Our values	We are collaborative	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
	We are respectful	We show respect and compassion to each other and our community. When there are issues, we go to the source.
	We show team spirit	We nurture and value our relationships, bringing out the best in each other.
	We are professional	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
	We are open and trusting	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

Handle customer enquiries and administrative functions associated with all Works operations

Main duties and key result areas (KRA)

1. Respond courteously to counter and phones enquires and maintain a high level of information output to both internal and external inquires.
KRA: Provide timely and quality advice and information in response to internal and external enquiries.
2. Provide support, base communication and assistance to Works Coordinators, field personnel and other depot staff. Includes cost reporting
KRA: Ensure that a high level of support is provided to outdoor staff, coordinators and other depot staff. Reports, costing, data entry provided accurately, within timeframes. Reporting requirements of internal customers are of a high standard, within timeframes and meet customer needs.
3. Maintain and manage the work request/complaints system (CRM). Promptly raise and allocate Work Requests from electronic notifications of CRM's. Assist in production of performance reports.
KRA: CRM's are raised and work requests and relevant reports are generated in a prompt and efficient manner. Inspection and completion details are recorded, work requests are allocated and reports of outstanding work requests are produced within required timeframes.
4. Assist with arranging inurnments and burials, including reservations, maintain and accurately update cemetery GIS, database and associated records.
KRA: Arrangements for burials/inurnments are arranged with sensitivity, in accordance with Council policy, procedures and legislation. Relevant information is accurately recorded in GIS, database and associated records.
5. Arrange procurement of materials and services, including plant hire and other contractors, in accordance with Councils purchasing policies and contractual requirements.
KRA: Materials, services and plant hire are provided in accordance with Council procedures. Ensure all purchases and procurements are according to Council policy and values.
6. Process all documentation, generate work schedules and administer data entry. Assist with the processing of Private Works.
KRA: Ensure all documentation, including private works, invoices, gravel pit returns are processed accurately, within timeframes, in accordance with Council policy, procedures and relevant legislation.
7. Receive, reconcile and bank monies according to Council policies and procedures
KRA: Ensure all monies are receipted and banked according to Council's policies and procedures

8. Follow EEO and diversity principles and practices.
KRA: Work practices are compliant with EEO and diversity policies and procedures.
9. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.
KRA: Council's WHS Policy and procedures complied with.

Qualifications/Experience (Selection Criteria)

Essential

1. High level of competency in the use of computer applications and data entry skills, including word processing databases and spreadsheets.
2. Experience with computerised accounting systems.
3. Demonstrated ability to work both unsupervised and harmoniously in a team environment.
4. Demonstrated ability and commitment to providing excellent customer service
5. High level oral and written communication skills.
6. Demonstrated commitment to continuous improvement.
7. Actively and positively participate in team development, eg: toolbox meetings, training, team performance reviews.
8. Awareness of, and commitment to, EEO requirements and responsibilities.
9. Demonstrated knowledge of WHS legislation and detailed knowledge of, or an ability to quickly gain knowledge, of Council's WHS system, associated policies and procedures.

Desirable

1. Knowledge of Civil works and local government operations.
2. Qualifications in business administration.

Licence requirements

The following is the list of licence requirements for this role:

Mandatory licences required prior to commencement

1. Current drivers licence class C.

A satisfactory outcome as a result of a National Criminal History Record Check is a requirement for this position.

**The requirements outlined in Council's Policies and Codes of Practice
apply to all employees of Council.**

EMPLOYEE: Vacant
SUPERVISOR: Janette Gwynne – Senior Administration Support Officer
DATE: April 2021

CONDITIONS OF EMPLOYMENT

Position Title:	Depot Administration Support (Fixed Term)
Reference Number:	ESC441
Grading:	Grade 8 of Council's salary system
Salary Range:	In the range of \$1,198.17 to \$1,276.67 gross per week comprised of: * \$1,094.22 to \$1,165.91 base salary, * \$103.95 to \$110.76 superannuation (calculated at 9.5%)
Award:	Local Government (State) Award 2020
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Pre-placement Medical:	An offer of employment for this position may be subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.
Hours of Work:	Full-time, 35 hours per week. Office hours are: 7.30am to 4.00pm Monday – Friday ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.
Location:	Based from the Moruya Depot, 210 Araluen Road Moruya, however may be required to work at Narooma and/or Batemans Bay depots.



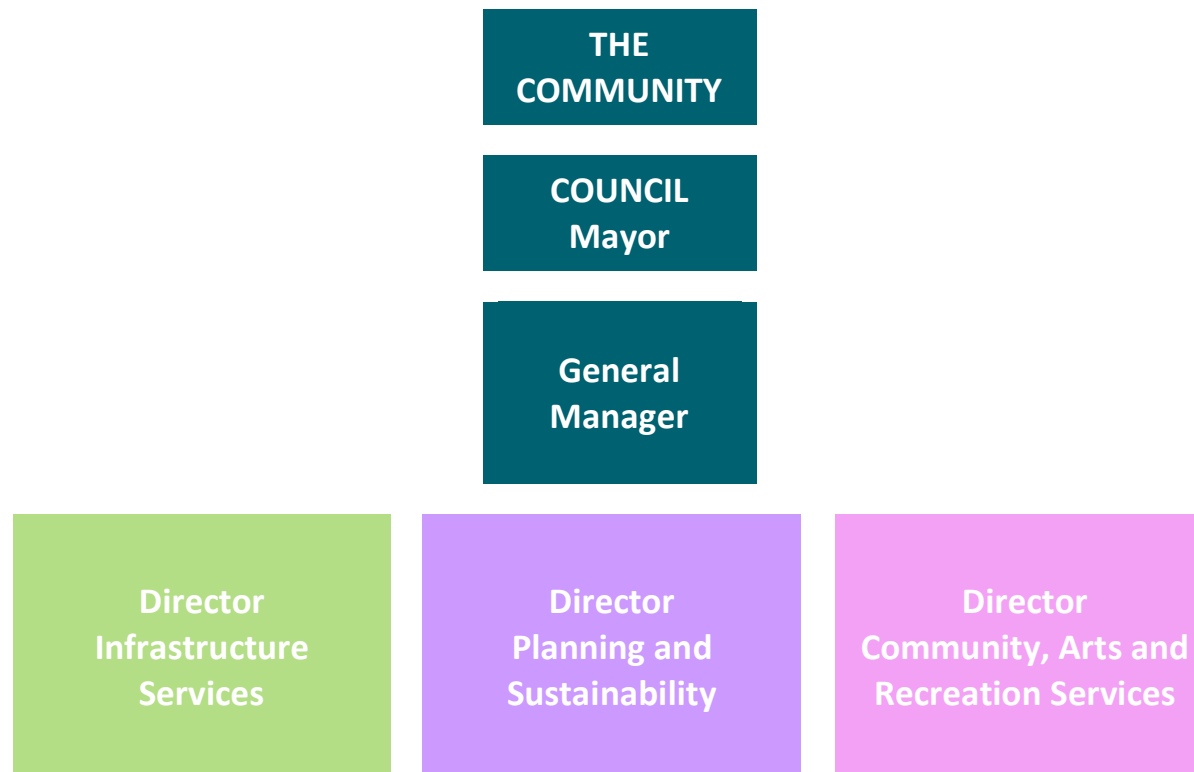
Leave Entitlements:

4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.

3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART



EUROBODALLA SHIRE COUNCIL DIVISION CHART

