

# POSITION SUMMARY

## CHILDREN'S SERVICES ADMINISTRATION OFFICER (508)



<b>Directorate</b>	Cultural & Community Services
<b>Section</b>	Children's Services
<b>Classification</b>	Band 1, Level 3, Grade 3
<b>Position Status</b>	Permanent full time
<b>Commencing Salary Range</b>	\$946.40 - \$994.27 per week
<b>Reports to</b>	Child Care Coordinator
<b>Direct Reports</b>	Nil
<b>Work location</b>	Children's Services, 34 William St Bathurst

### Position Purpose

To provide effective and prompt administrative assistance to the Children's Services section including Family Day Care and Long Day Care.  
To maintain a professional approach and present a positive image of Bathurst Regional Council.

### Key Responsibilities

- To provide administration services to the Children's Services section that is efficient and effective.
- To provide high level of customer service, which leads to high quality outcomes for children and their families.
- To deliver administration systems including Child Care Management and required administrative tasks with Council's Children's Service section.
- Effectively provide information to customers and community in relation to Children's Services

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

## Selection Criteria

### Essential

- Certificate II in Business or equivalent
- Minimum 2 years office administration experience, in particular childcare services
- Excellent customer service skills
- Proficiency in the operation of various computer packages
- Good oral and written communication
- Ability to maintain confidentiality
- Ability to work in a team promoting cooperation and good relationships with Children's Services
- Current drivers' licence
- Able to meet the requirements set out in the Child Protection (Working with Children) Regulation 2013

### Desirable

- Experience working in Local Government
- Experience in the administration of Child Care Management Systems

## Expected Organisational Standards

1. Follow defined WHS procedures.
2. Provide service to customers.
3. Work effectively in the local government context.
4. Work with others in local government.
5. Communicate in the Workplace.
6. Follow defined risk management policies and procedures.
7. Follow defined ethical guidelines from Council, including Code of Conduct.
8. Follow defined environmental sustainability guidelines.

## Employment Conditions

- 35 hours per week
- Hours of work are 8.30am to 4.30pm, Monday to Friday with a 30 minute lunch break and a rostered day off every three weeks.
- Probationary period of 3 months
- 4 weeks Annual Leave
- Superannuation of 10% paid by Council
- Medical (including drug and alcohol) and audio required as part of selection process.

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