



Recruitment Selection Criteria

[Administration Coordinator]

Position Title	[Administration Coordinator]
Section	[Environment and Regulatory Services]
Division	[Development & Environment]
Grade	[11]

Essential requirements

1. [Experience in developing and maintaining a high performance team culture.
2. Experience in supervision and management of staff.
3. Background in improvement projects specifically in system design, workflow and procedure development.
4. Proficiency in analysing data and management reporting.
5. Exceptional collaborative and customer skills to deliver highly valued and easy to engage with services.
6. Demonstrated computer literacy in Microsoft Outlook and database systems.
7. Research and business writing skills to draft customer responses and prepare reports for compliance assessment and investigation.
8. Appreciation of the sensitivities involved in working in a political and compliance environment.]

Desirable requirements

1. [Tertiary qualifications in business administration, project management and/or business improvement methodologies (ABEF) or other.
2. Knowledge of a regulatory environment and understanding of government processes.
3. Experience in Civica and Content Manager or equivalent database / document management systems.]

Our Values

Communication | Accountability | Professionalism | Integrity | Teamwork

In your role at Council, you are expected to demonstrate our Values at all times. Your position description details the behaviours expected of you in your role.