

<b>POSITION DESCRIPTION</b>	
<b>Title:</b>	<b>Administration Officer</b>
<b>Group:</b>	<b>Council Sustainability – Business and Investment</b>
<b>Reports to:</b>	<b>Manager Business and Investment Team</b>
<b>Grade:</b>	<b>11</b>
<b>Position Allowances:</b>	<b>Nil</b>
<b>Hours:</b>	<b>35 hours per week (weekend and evening work may be required)</b>
<b>Number of Direct Reports:</b>	<b>Nil</b>
<b>Number of Indirect Reports:</b>	<b>Nil</b>
<b>Vehicle:</b>	<b>No</b>
<b>Position Code:</b>	<b>63007</b>
<b>Pre-placement Medical:</b>	<b>Not required</b>
<b>National Police History Check:</b>	<b>Not required</b>
<b>WWCC Check:</b>	<b>Not required</b>
<b>Date Developed:</b>	<b>March 2018</b>
<b>Position Purpose</b>	
To provide administrative assistance to the Business Investment Team.	
<b>Qualifications and Experience</b>	
<i>(Minimum required/essential for success in the job)</i>	
<p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>• Certificate III in Business Administration or other relevant discipline or demonstrated experience in an administrative role.</li> <li>• Demonstrated proficiency in the Microsoft Office suite of software and the ability to quickly adapt to new programs.</li> <li>• Excellent verbal communication skills with the ability to liaise with people at all levels, including senior executive staff.</li> <li>• Excellent written communication skills, with proven ability to draft a diverse range of professional correspondence.</li> <li>• Demonstrated ability to apply initiative and make decisions appropriate to the position, with a commitment to maintaining confidentiality and discretion.</li> <li>• Ability to multitask, organise and prioritise work duties in a high volume environment.</li> <li>• Experience in contributing to improvements to a quality management system or making suggestions for other business improvement.</li> </ul>	

- Demonstrated experience in working under pressure, managing conflicting priorities and meeting deadlines.

**Desirable:**

- Demonstrated knowledge of local government activities and responsibilities.

## Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

This is a multi-skilled position that operates to support, as required, the positions of Manager Property Services, , Business Performance and Development Manager and Director Council Sustainability.

The responsibilities of this include:

- Clerical and administrative functions associated with the management of sales, purchases, commercial leases, commercial licenses and development of Council land.
- Providing administrative support including the collection of data, preparation of reports and other correspondence and maintenance of records/systems.
- Assisting other departments with property related matters as required.
- Assisting with the identification and implementation of computerised property management systems and processes.
- Providing appropriate customer service to senior management and Councillors.
- Contributing to the efficient running of the Council Sustainability Directorate through daily work such as typing letters and memos, preparing reports, maintaining files and taking 0 minutes at various departmental meetings.
- Undertaking administrative functions for the Shellharbour Beachside Tourist Park such as liaising with stakeholders, coordinating maintenance, issuing invoices, processing payments and preparation of statistical data for reports.
- Arranging and attending meetings with the Shellharbour Beachside Tourist Park managers, including preparing agendas and recording and distributing minutes.
- Attending Shell Cove meetings and recording minutes, proofing land sales contracts and liaising with council's solicitors on sales. Registration Shell Cove documents in ECM, preparation of internal memos.
- Providing administrative support for Council's Economic Development function, including making arrangements for and attending Shellharbour City Business Network meetings and other events.
- Conducting appropriate actions that are generated by Council's business-related events.
- Providing administrative support to deliver the regional Economic Gardening Illawarra business development program.
- Ensuring all relevant websites are kept up-to-date with current information such as forms, event details, promotional material, etc.
- Monitoring Council's Economic Development Outlook inbox and taking appropriate actions in response to emails, while referring more complex matters to the Business Performance and Development Manager.

- Assisting in maintaining Council's electronic document system (ECM), task lists, Outlook, etc.
- Maintaining appropriate information retrieval, management reporting and monitoring systems for the Director and Managers.
- Organising and prioritising workflow - considering factors such as volume, priority and standards of presentation required.
- Organising meetings on behalf of the Managers, ensuring appropriate background information and relevant staff are available and following up on matters arising from such meetings.
- Preparing requisitions for payment of invoices, including the allocation of job numbers.
- Complying with Council's WHS policies and with WHS legislation.
- Completing other duties within the skills and responsibilities of the position.

### **Behaviours and Accountability**

The position is key to ensuring quality administration support to the Business and Investment Team. The position holder should support and promote the integrity and reputation of Council by:

- Applying and demonstrating the values of Council across all aspects of work.
- Being a role model for quality customer service.
- Ensuring compliance with all Council policies and procedures.

### **Work Health & Safety**

- Required to take reasonable care of self and others in the workplace
- Cooperate with all health and safety policies and procedures agreed to by management and staff
- Report any unsafe conditions that are identified
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

### **Accountability and Behaviours**

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

### **Organisational Values**

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councillors, Customer and Council.