

BARCOO SHIRE COUNCIL POSITION DESCRIPTION



TITLE OF POSITION:	Administration Officer - Trainee
POSITION STATUS:	Full time – Maximum Term (1 year)
DEPARTMENT:	Council Support Services
LOCATION:	Jundah
AWARD:	Queensland Local Government Industry Award (STREAM A) – State 2017,
LEVEL:	1

ORGANISATIONAL ENVIRONMENT

Barcoo Shire - the heart of the Channel Country, Outback Queensland.

Barcoo Shire Council is the local authority for the Barcoo Shire area. The Shire is a remote rural local government area located in Central Western Queensland and covers an expanse of 60901 square kilometres (an area about the size of Tasmania). Barcoo Shire incorporates the towns of Jundah, Windorah and Stonehenge. The total population of the Shire is approximately 265 and its administration centre is Jundah.

Barcoo Shire Council administers local government, makes and enforces local laws and adopts and implements policy.

Council's mission is to serve our community through sustainable infrastructure and service delivery.

- Committing to the objectives in its Corporate Plan;
- Empowering its communities;
- Creating and taking advantage of opportunities; and
- Being a leader and innovator in local government and its region.

POSITION OBJECTIVES

To perform administrative duties as assigned by supervisor to ensure an efficient workplace and high level of customer service.

ORGANISATIONAL RELATIONSHIPS AND DELEGATIONS

Responsible to Council Support Services – Coordinator.

Supervises Non-supervisory position.

DELEGATION

No financial or other delegation applies to this position- or Refer to the Procurement Policy and Delegation Register for further information.

EXTENT OF AUTHORITY

This position operates under a degree of direction and exercises minimal amount autonomy to make decisions.

PERFORMANCE ASSESSMENT

- This position is subject to an Annual Performance Review in accordance with Council's Performance Management System; and
- Individual performance in this position will be assessed against achievement of the Duties and Responsibilities outlined in Duties Statement.

POSITION REQUIREMENTS

Knowledge

- Knowledge of one or more of the following:
 - Reception duties;
 - Filing;

- General officer support duties; and
- Knowledge of policies and regulations relating to Local Government or the ability to learn.

Skills & Ability

- Good numeracy, keyboard, written and verbal communication skills;
- Computer skills including use of the internet;
- Basic level skills in all Microsoft Office based programs;
- Skills in time management, planning schedules and meeting deadlines;
- Ability to work with minimal supervision with accuracy and good attention to detail;
- Ability to respond to routine emails and correspondence;
- Ability to work within a team environment;
- Ability to operate standard office equipment; and
- The ability to interpret and follow instructions.

Experience/ Qualifications

- Current Queensland 'C' Class Drivers' Licence or ability to obtain.

ADDITIONAL POSITION REQUIREMENTS

The incumbent must be:

- Prepared to work flexible hours to meet the requirements of the position;
- Willing to obtain a "Blue Card" to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required;
- Medically fit and physically capable to meet requirements of the position;
- Prepared, if required, to undertake a medical assessment by Council's medical practitioner; and
- Prepared, if required, for Council to undertake a Criminal History Check.

RESPONSIBILITIES

Ethical Behaviour

Employees must:

- Perform all jobs, tasks and processes in accordance with relevant guidelines and standards;
- Operate and maintain all Council assets including plant, fleet and equipment within Council guidelines and manufacturers specifications;
- Behave in a manner consistent with Council's Code of Conduct and HR policies and the Local Government and Regulations Act 2012; and
- Maintain confidentiality of all Council information obtained during the course of employment.

Customer Service

Employees must:

- Foster and maintain strong public relations with Council's ratepayers, customers and other bodies directly or indirectly associated with Council; and
- Provide consistent and excellent customer services to all stakeholders.

Teamwork and Participation

Employees must:

- Establish and maintain effective professional relationships with the Chief Executive Officer, Managers, supervisory staff, employees and Contractors; and
- Maintain a positive team culture based on honesty, trust and integrity.

OTHER INFORMATION

- Barcoo Shire Council is an Equal Employment Opportunity employer;
- All Employees within Council are subject to an initial six-month probationary period; and
- It is essential that applicants are interested in the lifestyle and unique rewards of working towards the development and prosperity of a small rural remote community.

DUTIES STATEMENT

- Answering the telephones and distributing all calls and messages in a professional and efficient manner;
- Attending to the front counter and providing accurate and timely information and assistance to customers in all aspects of Council operations;
- Effectively and efficiently manage customer service requests, complaints and general enquiries through effective questioning to ensure customer satisfaction;
- Monitor and equip stationery requirements for offices, depots and community centres;
- Manage cash float, receipting and banking and remove float from safe each morning, and replace each afternoon;
- Raise and lower flags each day;
- Ensure Council kitchen and eating area is tidy and fully stocked daily;
- Telephone and email lists- maintain telephone and email lists;
- Completion of Certificate III in Business Administration;
- Collect mail;
- Data entry and basic word processing;
- Ensure printers are adequately equipped to continuously operate;
- Ensure the shredder is emptied when full;
- Prepare meeting and training room facilities;
- Assist with Account Payable, Account Receivable and Rates procedures as required;
- Food Business Licence Administration;
- Purchase Orders for Corporate Services/Community Services;
- Monitor key register; and
- Undertake other relevant duties as directed by your supervisor.

PHYSICAL REQUIREMENTS

SEDENTARY WORK									
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.					<input type="checkbox"/>			
Work	Frequent lifting / carrying of objects weighing up to 10kgs.					<input type="checkbox"/>			
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input type="checkbox"/>			
WORK ENVIRONMENT									
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE			
Chemicals	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Cold	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Dampness	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Fumes/gases	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Heat / Humidity	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Heights	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	PLANT OPERATION						
Noises	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Maximum seat rating of 120kgs						
SPECIFIC ACTIONS REQUIRED This job may include:				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS			
Standing/Walking		Sitting		Driving		Hearing	<input checked="" type="checkbox"/>	Foot Movement	<input type="checkbox"/>
<input type="checkbox"/>	None	<input type="checkbox"/>	None	<input type="checkbox"/>	None	Depth Perception	<input checked="" type="checkbox"/>	Fine Manipulation	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional	<input checked="" type="checkbox"/>	Occasional	Colour Discrimination	<input checked="" type="checkbox"/>	Pushing/Pulling	<input type="checkbox"/>
<input type="checkbox"/>	1-4 hrs	<input type="checkbox"/>	1-4 hrs	<input type="checkbox"/>	1-4 hrs	Peripheral Vision	<input checked="" type="checkbox"/>	Finger Dexterity	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs			Simple Grasping	<input checked="" type="checkbox"/>
<input type="checkbox"/>	6-8 hrs	<input checked="" type="checkbox"/>	6-8 hrs	<input type="checkbox"/>	6-8 hrs				

WORK HEALTH AND SAFETY

- To comply with provisions of the Work Health and Safety Act by taking all reasonable precautions to ensure the health and safety of self and others;
- To rectify actual or potentially hazardous situations, where appropriate, in accordance with established policies and procedures;
- To participate in programs designed to monitor and protect the health and safety of staff in their workplace; and

- To report as soon as practicable to your Supervisor/Manager - unsafe equipment, work practices or conditions - potential hazard - near misses - all injuries sustained whilst in the performance of work duties - damage to Council equipment or property.

POSITION DESCRIPTION ACCEPTANCE

I agree and accept all terms, conditions and duties outlined in this document.

Employee Signature

Employee Name Date.....

CEO Signature

CEO Name Date.....