
Diamantina Shire Council

POSITION DESCRIPTION



SUSTAINABLY DEVELOPING THE OUTBACK

1.0 TITLE:	Administration Officer (Level 1)
2.0 AWARD:	Queensland Local Government Industry Award (Stream A) – State 2017
1.0 SECTION:	Administrative, Clerical, Technical, Professional, Community Service, Supervisory and Managerial Services
2.0 DESCRIPTOR	Administrative
3.0 CLASSIFICATION:	Level 1
4.0 DEPARTMENT:	Infrastructure
5.0 BRANCH:	Strategic Services
6.0 LOCATION:	Bedourie

7.0 POSITION OBJECTIVE

To perform administrative duties and other duties as assigned by supervisor to ensure an efficient workplace.

8.0 REQUIREMENTS OF THE JOB

a) Skills

- Strong written and verbal communication skills
- Customer service and interpersonal skills
- Medium level skills in all Microsoft Office based programs
- Strong skills in time management, planning schedules and meeting deadlines.
- Ability to work as a team member and contribute to team outcomes
- Ability to operate standard office equipment
- Ability to interpret and follow instructions
- Ability to be flexible, reliable, honest and committed.

b) Knowledge

- Knowledge of policies and regulations relating to Local Government or the ability to learn;
- Quality Assurance and Workplace Health and Safety processes
- Council's policies and procedures or a demonstrated ability to learn

c) Experience and/or Qualifications

- Certificate III in Business Administration
 - Current Queensland 'C' Class Drivers Licence
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9.0 KEY DUTIES / RESPONSIBILITIES

- 1) Undertake a range of general administration duties under regular direction from the following work areas as allocated by the supervisor:-
 - Receipting and Banking
 - Reception

- Records Management
 - Customer Service
 - General Administration Support
 - Procurement
 - Housing
- 2) Provide work progress reports to the Supervisor.
 - 3) Communicate, solve and discuss work problems with other team members the Supervisor.
 - 4) Assist with prompt responses to customer requests/enquiries and project a helpful and positive image of the Council and its staff.
 - 5) Ensure that Councils Quality Assurance Program is adhered.
 - 6) Comply with all Councils policies including but not limited to the Code of Conduct, Drug and Alcohol policy, Smoking policy and Workplace Bullying and Harassment Policy.
 - 7) Perform other Council work as directed

Workplace Health and Safety Responsibilities

- 8) Undertake the responsibilities relevant to the position as specified in Schedule 1 – WH&S Obligation and Responsibility Statement as amended from time to time.

Note: An employee may be directed to carry out such duties as are within the limits of the employee's skill, competence and training. All employees have a legal obligation and are required to observe Council policies and procedures in relation to Code of Conduct, Confidentiality, Anti-Discrimination, Equal Employment Opportunity; Workplace Health & Safety; Employee Welfare; the Environment and Service Delivery Standards. Employees must also fulfil all recordkeeping responsibilities in accordance with relevant Information Standards and associated guidelines.

10. KEY SELECTION CRITERIA

- 1) Strong interpersonal, verbal and written communication skills with a strong commitment to customer service;
- 2) Medium level of computer literacy especially with MS Office suite with a sound knowledge of standard office equipment;
- 3) Demonstrated ability to manage multiple tasks and to implement time management principles to prioritise work and meet deadlines;
- 4) Ability to operate effectively in a team, contributing positively to team operations and working relationships in a friendly and flexible manner;
- 5) Demonstrated commitment to OH&S;
- 6) Current Queensland 'C' Class Drivers Licence.
- 7) Desirable: Formal qualifications and/or experience in Administration or a similar discipline;

Note: As part of any recruitment for this position, Council may require the applicant to undertake a Criminal Records Check, Working with Children Check, Physical fitness/medical test, drug or alcohol test, relevant skill test, personality profile and/or psychometric testing prior to appointment. It is a condition of employment with DSC that all applicants agree to this requirement before appointment. Some positions require incumbent to undergo mandatory immunisation or provide medical documentary evidence of suitable immunisation as the work environment may involve exposure to areas identified as "at risk" work areas.

11. PHYSICAL DEMAND CATEGORY

SEDENTARY WORK						
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.					<input checked="" 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 type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cold	<input checked="" type="checkbox"/> YES	<input 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 checked="" type="checkbox"/> YES	<input 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			<input checked="" type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	None	<input type="checkbox"/>	None	<input type="checkbox"/>	None	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 type="checkbox"/>	Fine Manipulation	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional	<input checked="" type="checkbox"/>	Occasional	Colour Discrimination	<input 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 type="checkbox"/>
<input type="checkbox"/>	6-8 hrs	<input checked="" type="checkbox"/>	6-8 hrs	<input type="checkbox"/>	6-8 hrs				

12. ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY

Reports to: Strategic Services Coordinator

Internal Liaisons: All departments and staff

External Liaisons: Federal, State and Local Government authorities as appropriate, suppliers and contractors, Councillors, community members/groups, and members of the general public.

13. EXTENT OF AUTHORITY

As per Council's Organisational Structure.

Prepared by: Amanda Schnitzerling
Executive Assistant

Approved by: Leon Love
Chief Executive Officer

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I, **[name]** have read and understood this Position Description – Administration Officer (Level 1) and accept the objectives and responsibilities of this position.

Signed: _____

Date: ___/___/___

Print name: _____