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# Diamantina Shire Council

## POSITION DESCRIPTION

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SUSTAINABLY DEVELOPING THE OUTBACK

<b>1.0 TITLE:</b>	Administration Officer – Strategic Services
<b>2.0 AWARD:</b>	Queensland Local Government Industry Award (Stream A) - State 2017
<b>3.0 SECTION:</b>	Administrative, Clerical, Technical, Professional, Community Service, Supervisory and Managerial Services
<b>4.0 DESCRIPTOR</b>	Administrative
<b>5.0 CLASSIFICATION:</b>	Level 2
<b>6.0 DEPARTMENT:</b>	Infrastructure
<b>7.0 BRANCH:</b>	Not Applicable
<b>8.0 LOCATION:</b>	Bedourie

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### 9.0 POSITION OBJECTIVE

Provide administrative support to the Strategic Services Coordinator in relation to the management of Council assets including airports, water and sewerage infrastructure, parks and gardens, town services, pools, television transmission, waste disposal and landfills.

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### 10.0 REQUIREMENTS OF THE JOB

#### a) Skills/Capabilities

- Strong written and verbal communication skills
- Customer service and interpersonal skills
- High level skills in all Microsoft Office based programs
- High level skills in Microsoft Project
- Ability to undertake the duties of an Airport Reporting Officer and REX Ground Handler.
- Strong skills in time management, planning schedules and meeting deadlines.
- Ability to work with minimal supervision with accuracy and good attention to detail
- Ability to operate standard office equipment
- Ability to interpret and follow instructions

#### b) Knowledge

- Sound knowledge of Council operations and town services or ability to learn.
- Knowledge of legislative requirements for operating airports.
- 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

- Formal qualifications in Administration or demonstrated relevant experience
  - Previous experience in a similar position
  - Current Queensland 'C' class drivers license
  - Desirable: White Construction Card
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### 11.0 KEY RESPONSIBILITIES OF THE POSITION

- 1) Provide administrative and secretarial support to the Strategic Services Coordinator.

- 2) Maintain the overall Council Works Program in MS Project and specifically enter and maintain project details for Strategic Services projects in consultation with relevant supervisors.
- 3) Assist with the development of Job Management Plans for all Strategic Services projects.
- 4) Assist in the management of customer service requests by entering requests, following up on outstanding actions, and creating reports as required.
- 5) Assist with the implementation of Council's Asset Management plans, specifically the Water and Sewerage and Other Assets plans, including the set up and ongoing maintenance of the Asset Management module in Synergy.
- 6) Assist with the management of the airports including undertaking the duties of an Airport Reporting Officer, REX Ground Handler and Airport Manual Controller, coordinating CASA audits, managing CASA Notam's, and ensuring all associated documentation is maintained and current.
- 7) Assist with reporting on town water and sewerage systems including the regular water testing program.
- 8) Assist with preparing reports and undertaking activities associated with Environmental Protection Act compliance in relation to water, operation of tips and landfill sites and recycling.
- 9) Assist with procurement of service providers, assets and materials including the preparation and coordination of tenders and seeking quotations.
- 10) Assist with Workplace Health and Safety requirements for all projects and assets including monitoring outstanding hazards, preparing safe work method statements and procedures, providing information to supervisors for pre-starts, team meetings and toolbox talks.
- 11) Prepare and maintain relevant procedures, forms, checklists and registers.
- 12) Coordinate the TV Retransmission requirements and service contracts.
- 13) Collate staff timesheets and plant timesheets each fortnight for Strategic Services
- 14) Complete and process QLeave submissions for all major projects.
- 15) Provide work progress reports to the Supervisor.
- 16) Communicate, solve and discuss work problems with other team members the Supervisor.
- 17) Assist with prompt responses to customer requests/enquiries and project a helpful and positive image of the Council and its staff.
- 18) Ensure that Councils Quality Assurance Program is adhered.
- 19) 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.
- 20) Perform other Council work as directed

#### **Workplace Health and Safety Responsibilities**

- 1) 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.

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## **12.0 KEY SELECTION CRITERIA**

- 1) Demonstrated experience in an administrative role preferably in a Council or Asset Management environment.
- 2) High level of skills and experience in using Microsoft Project.
- 3) High level of skills and experience in using MS Office including Outlook, Word and Excel;
- 4) Demonstrated ability to manage multiple tasks and to implement time management principles to prioritise work and meet deadlines;
- 5) Strong interpersonal, verbal and written communication skills with a strong commitment to customer service;
- 6) Ability to operate effectively in a team, contributing positively to team operations and working relationships in a friendly and flexible manner;
- 7) Demonstrated commitment to Workplace Health and Safety policies and procedures.
- 8) Current Queensland 'C' Class Drivers Licence.
- 9) 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.

### 13.0 PHYSICAL DEMAND CATEGORY

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

### 14.0 ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY

Reports to: Strategic Services Coordinator

Internal Liaisons: All Council Departments

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

### 15.0 EXTENT OF AUTHORITY

As per Council's Delegation Register

### 16.0 APPROVALS

**Reviewed By:** Trevor Stewart  
Infrastructure Manager

**Approved by:** Leon Love  
Chief Executive Officer

**Signed:**

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**Date:**

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I, **[name]** have read and understood this Position Description Administration Officer – Strategic Services and accept the objectives and responsibilities of this position.

**Applicant signature:** \_\_\_\_\_

**Date:**            \_\_\_/\_\_\_/\_\_\_