

# Diamantina Shire Council

## POSITION DESCRIPTION



<b>Title:</b>	<b>Administration Officer Infrastructure</b>
<b>Position No:</b>	<b>TBA</b>
<b>Award:</b>	Queensland Local Government Industry (Stream A) Award - State 2017 Division 2, Section 1 – Administrative, clerical, technical, professional, community service, supervisory and managerial services
<b>Certified Agreement:</b>	Under Development
<b>Classification:</b>	Level 3
<b>Department:</b>	Infrastructure Services
<b>Branch:</b>	Office of Director Infrastructure Services
<b>Location:</b>	Bedourie
<b>Reports to:</b>	Technical Project Officer
<b>Direct Reports:</b>	Nil

### POSITION OBJECTIVE

The Administration Officer Infrastructure is responsible for providing administrative support to the Infrastructure Services Department, contributing to the day-to-day operations ensuring timely, effective and responsive service delivery of duties associated with maintenance and construction of roads, footpaths and signage. The position provides administrative support across organisational teams being flexible and adaptable, as required.

### COUNCIL'S VALUES

**Innovation & Continuous Improvement:** Council and staff seek to overcome challenges and take advantage of opportunities through a commitment to innovation. Through innovative thinking and constant review of our practices and approach, we are continually improving our performance and service delivery.

**Teamwork:** We recognise the importance of maintaining a creative and responsive work environment in which the community, councillors, management, and staff work constructively together in a spirit of teamwork, trust, and loyalty.

**Quality:** Council is committed to ensuring quality output by providing the organisation with resources that facilitate excellence in performance, commitment, and service delivery.

**Accountability:** Council has a responsibility to the residents and ratepayers of the Shire to be inclusive and responsive to their views and needs and to communicate effectively.

### KEY RESPONSIBILITIES

- Provide high level administrative support, contributing to the day-to-day operations ensuring timely, effective and responsive service delivery of duties associated with maintenance and construction of roads, footpaths and signage.
- Assist with meeting agendas and minutes, providing comprehensive, accurate and timely administrative support including the preparation of reports, spreadsheets and presentations.
- Contribute to the research and compilation of documents, reports and submissions, drafting correspondence to respond to Customer Service requests ensuring confidentiality is maintained.

- Provide administrative support and coordinate the Department of Transport and Main Roads (DTMR) works, flood damage and road works including job cost numbers, reconciling costs to budget, preparing requisitions, producing reports on expenditure and preparing claims.
- Assist with the development of Job Management Plans for road maintenance and construction projects for shire and main roads.
- Assist with the coordination of work activities and projects for Council surveyors and provide administrative support for Cultural Heritage clearance activities, maintaining appropriate records.
- Collate environmental data, prepare statutory reports, and ensure legislative compliance relating to environmentally relevant activities (ERA's) and gravel pits.
- Maintain the Works Program and manage Reflect and Recover software for road defects and accomplishments.
- Provide administrative support and coordinate private works including preparing quotes, job cost numbers and liaising with team members for the issue of invoices.
- Assist with the implementation of Council's Asset Management plans, specifically the Roads and Drainage plan, including the maintenance of the system Asset Management module.
- Assist with procurement of service providers, assets and materials including liaising with team members, contractor management and the preparation and coordination of quotations and tenders.
- Provide support with the administration of Councils Quality System including maintenance of quality documentation (procedures, forms and templates), registering of quality records in Councils EDRMs, arranging and attending audits.
- Manage customer requests for relevant asset maintenance using system modules including receiving and processing customer requests, liaising with customers, following up outstanding actions, and creating and distributing reports.
- Assist with Workplace Health and Safety requirements for 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.
- Ensure records and information is recorded in Councils EDRMs and is easily retrievable including assisting with the development and maintenance of procedures, forms, checklists and registers and collating employee timesheets and plant sheets.
- Assist with prompt responses to customer requests / enquiries and communicate clearly with Council teams and community stakeholders representing Council positively and professionally.
- Ensure that Councils Quality Assurance Program is adhered to and the obligations and responsibilities are met within Council's quality management framework
- Comply with Council's Risk Management Policy and Framework, undertaking duties in a manner which is within an acceptable level of risk, as determined by Council's Risk Management Framework.
- Undertake risk management training and other training in accordance with council requirements.
- Undertake other work as needed within the scope of the position, consistent with skills, competence and training.

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## **KEY SELECTION CRITERIA**

- Demonstrated experience in an administrative support role preferably in a local government or civil road construction environment.

- Demonstrated knowledge and / or experience in maintaining and updating policies, procedures and systems in a road construction and maintenance or similar environment.
- Demonstrated ability to manage multiple tasks and to implement time management principles to prioritise work and meet deadlines.
- Excellent verbal, written, communication and interpersonal skills with proven ability to effectively communicate and liaise with all levels of internal and external customers.
- Ability to work with minimal supervision to apply processes and procedures relevant to the work area, with accuracy and attention to detail, and to use initiative demonstrating a high level of ethical standards.
- Demonstrated ability and experience in using MS Office including Outlook, Word and Excel.
- Ability to operate effectively in a team, contributing positively to team operations and working relationships in a professional and flexible manner.
- Demonstrated commitment to Workplace Health and Safety policies and procedures.

## **QUALIFICATIONS, SKILLS AND EXPERIENCE**

### **Essential**

- 'C' Class Queensland Drivers Licence or higher
- Pre-Employment Health Assessment and National Police Check prior to appointment, as required.

### **Desirable**

- Certificate IV in Business Administration or other related discipline
- Experience in infrastructure and / or roads and construction within a local government environment
- First Aid and CPR Certificate

**Note:** Council may require the applicant to undertake a Working with Children Check (Blue Card), physical fitness / medical test, drug or alcohol test, relevant skill test, machine competency test prior to appointment. It is a condition of employment that applicants agree to this requirement before appointment.

Mandatory immunisation or medical evidence of immunisation is required for some positions, as the work environment may involve exposure to areas identified as "at risk" work areas.

## **Corporate Accountabilities**

- Demonstrated commitment to apply and adhere with Council's Policies and Procedures and *Local Government Act 2009*, including but not limited to Council's Code of Conduct, Anti-Discrimination and Equal Employment Opportunity, Employee Welfare, the Environment and Service Delivery Standards and confidentiality.
- Fulfil recordkeeping responsibilities in accordance with relevant Information Standards and associated guidelines and maintaining confidentiality of Council information obtained during the course of employment.
- Perform jobs, tasks and processes in accordance with relevant guidelines and standards.
- Capable of carrying out the physical and inherent requirements of the position and being flexible and adaptable to meet the requirements of the position.
- Maintain a positive team culture based on honesty, trust and integrity.
- Operate and maintain Council assets including equipment, plant and fleet within Council guidelines and manufacturers' specifications.

- Foster and maintain strong internal and external stakeholder relationships associated with Council and provide consistent and timely customer services to our colleagues and communities.

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#### **Work Health and Safety Responsibilities**

- Undertake the responsibilities relevant to the WH&S Obligation and Responsibility Statement for the position, as amended from time to time.
- Apply Council policies and procedures in everyday work activities to assist Council in ensuring a safe work environment and to meet the standards imposed by any relevant safety legislation as required by *Work Health and Safety Act 2011* (Qld).
- Maintain a positive attitude towards acquiring an understanding of Work Health and Safety (WHS) legislation, including Council's WHS policies and procedures and WHS practices within individual work teams.

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#### **EXTENT OF AUTHORITY**

As per Council's Delegation Register.

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#### **Position Description Acceptance**

I have read and understood this Position Description and accept the objectives, responsibilities and requirements of this position.

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

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