

Works & Services Administration Officer

Position Number	D34	Date Effective	31 st August 2022
Level	4	Agreement / Award	LGIA 2020
Business Unit	Works and Services		
Responsible To	Manager Works and Services		

OBJECTIVES OF POSITION

1. Provide administrative support to the Manager Works & Services (MWS).
2. The Works & Services Administration Officer works as part of the wider Works & Services team, including liaising with appropriate staff within Works & Services and other business units assisting the section Manager to achieve the business unit & Shire goals.
3. To maintain accurate records as they relate to functions of the Shire Depot.
4. To achieve positive work outcomes that are consistent with both the Shire of Boyup Brook Strategic Community Plan and Corporate Business Plan.
5. Perform any other duties consistent with the level of this position and the principles of broad banding as directed by the MWS or Chief Executive Officer.
6. Promote and model professional behaviour consistent with the Shire's Code of Conduct, and organisational values.

KEY DUTIES AND RESPONSIBILITIES

Timesheets

1. Coding of timesheets.
2. Resolution of timesheet issues.

Financial

1. Writing of specifications for quotes.
2. Obtaining quotes from potential suppliers.
3. Providing supplier recommendations to senior Depot staff.
4. Minor purchasing including maintenance of office stationery and personal protective equipment stock levels.
5. Maintenance of project costing and forecasting.
6. Ensure project funds are managed and acquitted in accordance with funding requirements.
7. Assist in preparation of preliminary and final project cost estimates.
8. Maintenance of depot budget - reporting monthly on usage and allocations.
9. Coding of invoices.
10. Handle Transfer Station petty cash.
11. Transfer takings to Administration for banking.

Other Duties

1. Provide administrative support to MWS.
2. Customer Service Requests, reporting and allocation, including follow up of completed tasks, and correspondence.
3. Answering of the Depot phones and directing queries as required.
4. Maintenance of various registers as required.
5. Archiving of documentation.
6. Registering of Works & Services documentation in the Shire's records management system
7. Assist in the maintenance of safety records.
8. Assist in maintenance and update (in consultation with MWS) of Council's infrastructure assets, including roads, bridges, paths, drainage, signage, fleet & plant and other assets.
9. Maintain appropriate systems and data collection programs to ensure relevant infrastructure recording.
10. Assist in maintenance of asset condition inspections and assessments, asset valuations, assisting in developing asset renewal and maintenance programs.
11. Assist in coordination and development of tender documents and work schedules.
12. Dial before you dig, TMP, gravel agreements, preparation of documents and reports required for projects.
13. Monitoring of permit application processes and reporting.
14. Assist in gravel pit monitoring with reference to meeting agreements and rehabilitation.
15. Maintenance of stock control, workshop, construction, parks and gardens, fuel, safety and administration.
16. Adhere to and ensure all works are carried out in accordance with Work Health & Safety and Shire policies.

SAFETY AND DUTY OF CARE

The Shire of Boyup Brook recognises its legal obligations under the *Equal Opportunity Act 1984* and will actively promote equal opportunity based solely on merit to ensure discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.

The Shire is committed to Workplace Health and Safety in all areas of the Shire's operations, and requires you to comply with the requirements of the *Work Health and Safety Act 2020* and accompanying *Work Health and Safety (General) Regulations 2022* which requires that while at work, a worker must:

- a) *take reasonable care for the worker's own health and safety; and*
- b) *take reasonable care that the worker's acts or omissions do not adversely affect the health and safety of other persons; and*
- c) *comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Act; and*
- d) *cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.*

The Shire requires employees to ensure all volunteers, employees and contractors work or behave in a safe manner and to address or report as appropriate any hazards, behaviours or issues that may compromise health and safety.

REQUIRED SKILLS AND QUALIFICATIONS

Essential

1. Highly developed written communication and business administration skills
2. Highly developed computer literacy skills in MS Office
3. Strong organisational and time management skills
4. Good problem-solving skills and willingness to work within organization and program guidelines
5. Strong verbal communication and interpersonal skills and ability to relate to a wide range of customers
6. Desire to work within a team to contribute to the successful delivery of community programs
7. Ability to work with minimal supervision
8. National Police Clearance
9. Medical Certificate
10. Right to work in Australia

Desirable

1. Experience working for Local Government
2. Three years working in a similar role
3. First aid certificate or the ability to obtain one
4. C class drivers licence

LEVEL OF AUTHORITY AND ORGANISATIONAL RELATIONSHIPS

Reports to

- Manager Works and Services
- CEO

Internal Liaisons

- CEO
- Business Unit Managers
- Shire Staff and Contractors

External Liaisons

- Residents and Ratepayers
- Government agencies
- Consultants

KEY PERFORMANCE INDICATORS

At least once in each calendar year the position supervisor will conduct an evaluation of the officer's performance. The annual review will include an assessment of achievement against position objectives, within the context of the Shire's strategic planning.

OTHER RELEVANT INFORMATION

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the CEO, in response to the strategic direction of the Shire, and the development of the skills and knowledge of the position.

CERTIFICATION

As Chief Executive Officer (CEO) of Shire of Boyup Brook, I confirm that the details contained in this document are an accurate statement of the duties, responsibilities and is consistent with the Shire of Boyup Brook standards, the Organisation Structure, and other requirements of the position.

As position occupant, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant	
Date	
Chief Executive Officer	
Date	