

Department of State Growth

Statement of Duties

Position Title:	Administration Officer
Position number:	421125
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 3
Division/branch/section:	Mineral Resources Tasmania, Industry Services
Location:	Burnie
Employment status:	Full Time
Supervisor:	Manager Industry Services

Position Objective

To provide administrative and clerical support to Mineral Resources Tasmania (MRT). As a member of the Tenement Administration Team, liaise with clients, state and federal agencies and other branches of Mineral Resources Tasmania in order to administer client queries and incoming correspondence.

Major Duties

- Provide high-level administrative and clerical support to MRT including preparing replies for incoming correspondence, maintaining MRT databases, and word processing.
- Be the first point of contact for MRT clients, providing information as appropriate and forwarding complicated enquiries to the relevant officer or manager and undertake follow-up action as appropriate.
- Manage and administer email queries to Mineral Resources Tasmania including document control and follow up
- Manage and administer incoming physical mail
- Maintain the records management system in accordance with MRT guidelines
- Taking payments for MRT services and products.
- Assist in accurately recording all returns, in MRT computer systems, indicating performance and production on mining leases and expenditure on exploration licences in Tasmania.
- Assist in the provision of prospecting licenses and enquiries relating to the prospecting licensing system.
- Assist in the provision of tenement administration services to individual clients and industry.
- Record and distribute minutes of meetings and selected committees as required.
- From time to time the occupant can expect to undertake duties utilising their skills, experience, and capability in accordance with MRT needs and priorities.

Scope of Work: (Responsibility, Decision-Making and Direction Received)

The work performed will impact on the successful operation of the Division and the incumbent is responsible for ensuring that all transactional processing and administrative tasks are carried out in a timely and effective manner.

The occupant of the position will receive general direction based on established procedures and practices and will be required to exercise judgement and establish priorities. While general supervision and direction will be provided by the Manager, Industry Services, the occupant will be required to exercise judgement, show initiative and establish priorities and function with minimum supervision.

Given the nature of the commercial information the position deals with the incumbent is required to ensure the utmost confidentiality and appropriate use of this information.

The position operates out of an office based environment in Burnie, however there may be some times the occupant may be required to travel to Hobart.

Selection Criteria (Knowledge and Skills):

1. Proven knowledge and experience in office management practices and procedures, including knowledge of financial systems, filing, computerised information storage and retrieval.
2. High-level keyboard skills with the proven ability to use a range of software such as databases, spreadsheets and email.
3. Well-developed communication, interpersonal and client service skills with the proven ability to handle sensitive or confidential matters appropriately
4. Effective written communication skills enabling the production of documents that are clear, accurate and concise and which are understandable to non-specialists.
5. Proven organisational skills including the ability to set priorities, manage variable workloads and work independently without direct supervision and in a team environment.

Position Requirements

Pre-employment

The Head of the State Service has determined that the person nominated for this role is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted.

- *Nil*

Essential

- *Nil*

Desirable

- *Nil*

Working at State Growth

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [department's website \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

Our department is a diverse, inclusive and flexible workplace that enables our people to contribute to their full potential. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our clients with respect.

State Growth is a values-based organisation. Our aim is to attract, recruit and retain people who will uphold our values and are committed to building a strong values based culture. Our values and behaviours reflect what we consider to be important, that is

Our people who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the ***Courage to Make a Difference*** through:

- ***Teamwork*** – our teams are diverse, caring and productive
- ***Respect*** – we are fair, trusting and appreciative
- ***Excellence*** – we take pride in our work and encourage new ideas to deliver public value
- ***Integrity*** – we are ethical and accountable in all we do

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices. State Growth has zero tolerance to violence, including violence against women and any form of family violence. We will take an active role to support employees and their families by providing a workplace that promotes their safety and provides the flexibility to support employees to live free from violence.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at State Service Management Office (www.dpac.tas.gov.au/divisions/ssmo)
