



A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES ENJOY A VIBRANT LIFESTYLE

Business Support Officer

Division	Community and Environmental Services	Department	Community Services, Sport & Recreation
Reports To	Team Leader Sport & Recreation	Direct Reports	No

Position Purpose

This position will provide general administrative assistance to the Sport & Recreation Branch to ensure effective and efficient delivery of Branch operations.

Key Responsibilities and Outcomes

Operational

- Provide general administrative assistance to the Branch ensuring appropriate communication of any matters or emerging issues requiring attention.
- Prepare incoming and outgoing correspondence and timely responses to customer requests including appropriate follow up and escalation as required.
- Assist with the preparation of briefing notes, presentations and other business documents.
- Assist with the Branch's finance and procurement functions, including liaising with suppliers; preparing and delivering purchase orders and invoices and providing routine advice to management and key staff.
- Assist in the review of Branch processes to improve efficiency and service delivery outcomes.
- Develop and maintain relationships with internal and external stakeholders that will increase the effectiveness of the Branch.
- Contribute to a positive team environment in order to achieve a high performance, continuous improvement and customer focused culture.

<u>Values</u>

At Moreton Bay Regional Council we are on a journey to creating a great culture. Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one priority and we are all responsible for creating an inclusive, safe workplace and protecting our environment. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

Decision Making

Budget - N/A

Delegations - Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register.

Knowledge & Experience

- Previous experience providing administrative support and assistance, including the preparation of quality correspondence and documentation.
- Sound knowledge of administration practices and procedures.

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- Well-developed organisational skills and work ethic with the ability to work autonomously.
- Well-developed time management skills to achieve proficiency and effectiveness in managing the workload and priorities, and meeting deadlines.
- Proficiency with the Microsoft Office suite of programs and the ability to develop proficiency with Council's corporate systems.
- Well-developed people and relationship skills with demonstrated ability to work in a team environment, communicating and
 motivating effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on
 provision of quality customer service.

Qualifications

- Certificate II in Business Administration or equivalent experience.
- Current C class driver's licence.

This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.

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