

### Administration Support Officer

**Position Number:** 500420

**Directorate:** Advocacy and Community Services

**Department:** Active Communities

**Reports to:** Various

**Classification:** Band 4

**Employment Status:** Casual

**Location:** **Various Shire Locations** – all employees may be directed to move either permanently or for temporary periods to other offices within the Shire due to operational requirements.

**Date created/amended:** August 2017

**Employee signature:** \_\_\_\_\_ **Date:**     /     /

## About the Organisation

### Mitchell Shire

All employees at Mitchell Shire are expected to provide the highest standards of performance and customer service to ensure Council achieves its Vision, Values and meets organisational objectives.

### Vision

Together with our Community, create a sustainable future.

### Values

Mitchell has adopted the following values as fundamental to the way in which all staff within the Council will operate in their dealings with each other and the community. These are:



Working Together



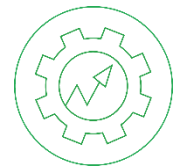
Respect



Customer Service  
Excellence



Accountability

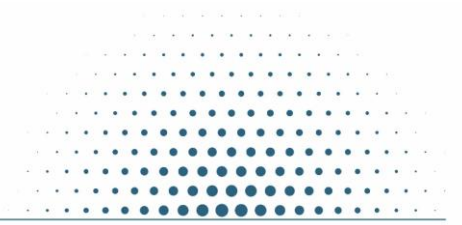


Continuous  
Improvement

### Structure

Mitchell Shire Council is broken into three Directorates being:

- > Governance and Corporate Performance
- > Development and Infrastructure
- > Advocacy and Community Services



## About the Role

### Objectives

- > To provide administrative support to the Customer and Library Services Unit to facilitate the achievement of departmental and organisational objectives.

### Key Responsibility Areas

#### Administrative Support

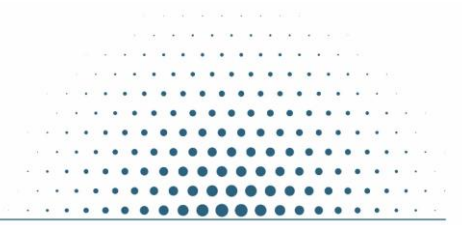
- > Provide high quality general administrative support to the Coordinator and staff of the area in which the incumbent will work on that day.
- > Develop agendas, minutes, presentations and meeting papers as required
- > Assist with the development and formatting of department documents as required
- > Provide support to relevant Department in organising events and functions including coordinating guest lists, developing event checklists, hiring equipment, purchasing materials and catering
- > Provide service and information to the general public, relating to Unit programs and activities and bookings for halls, where appropriate.
- > Complete various tasks associated with Frontline Customer Service / Reception Duties
- > Contribute to the development of systems, procedures and technologies to support smooth administrative operations and continuous improvement within the organization.
- > Encourage and participate in a culture which fosters cooperation and support across all departments and maintain confidentiality at all times
- > Conduct various Reporting tasks as required.
- > Assist with relief and recovery activities as reasonably required within the municipality during and after an emergency event

#### Reporting

- > Assist in the collation and preparation of information for reporting
- > Support the development and implementation of systems and processes to enhance the customer service

#### Finance

- > Utilising the Tech 1 Finance system, be responsible for the creation of electronic purchase orders, processing and receipting of invoices, running enquiries, supporting forecasting processes and generation of reports if required.
- > Provide guidance and support on extraction and analysis of financial data, including budgets
- > Reconcile monthly credit card transactions for managers



### About You

#### **Key Selection Criteria**

1. Post-secondary qualification in administration or lesser qualifications with relevant experience
2. Experience within a Corporate environment including applying and ensuring adherence to company policy and procedures.
3. Proven customer service skills and the ability to communicate effectively.
4. Well-developed organisational skills with the ability to manage multiple tasks whilst maintaining attention to detail.
5. Demonstrated ability to multi task and learn different roles within the organization.
6. Proficient in Microsoft Office applications (i.e. Microsoft Word, Excel, PowerPoint, Outlook), Adobe programs and Internet technology
7. Ability to work well in a team environment and show initiative in the execution of tasks

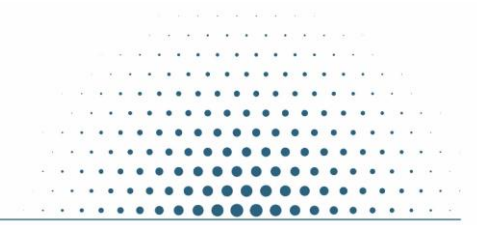
#### **Qualifications and Experience**

##### **Essential**

- > Post-secondary qualification in administration or relevant experience
- > Previous experience working within an administrative
- > Proficient in Microsoft Office applications (i.e. Microsoft Word, Excel, PowerPoint, Outlook), Adobe programs and Internet technology
- > Current Victorian Driver's Licence
- > Good communication skills including the ability to gain cooperation and assistance from the general public, community groups and other employees
- > Good written communication skills, including the ability to prepare and format correspondence, reports, newsletters and submissions
- > Ability to work well in a team environment and show initiative in the execution of tasks
- > Willingness to undertake National Police Check

##### **Desirable**

- > Proficient in Adobe InDesign or related design programs
- > Previous experience within the Local Government sector
- > Proficient in TRIM and Links



### Position Requirements

#### **Accountability and Extent of Authority**

- > Accountable for the efficient undertaking of various administrative functions
- > Administer bookings of Council facilities in accordance with Council policies and procedural guidelines
- > Ensure confidentiality is maintained at all times

#### **Judgement and Decision Making**

- > Display initiative, innovation and creativity when approaching all aspects of the position
- > Guidance and advice always available

#### **Specialist Skills and Knowledge**

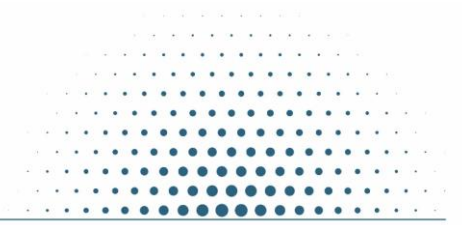
- > Strong administrative and organisational skills
- > Understanding of administrative requirements in a Local Government / Community Services environment
- > Ability to learn quickly and multi task
- > Understanding of Occupational Health and Safety guidelines
- > Understanding of relevant computer technology

#### **Management Skills**

- > Ability to plan, manage time, organise work and to achieve objectives
- > Maintain an efficient and effective administrative work priority schedule
- > Ability to weigh-up options and make logical decisions

#### **Interpersonal Skills**

- > Well-developed oral and written communication skills
- > Ability to maintain confidentiality
- > Ability to work as part of a team
- > Self-motivated
- > Demonstrates initiative and problem solving abilities



## Appendix A - Conditions of Employment and Responsibilities

### **Agreements, Legislations and Awards**

Employment conditions for all employees are in accordance with the relevant award, employment contract, industrial agreement, organisational policies and procedures as amended.

Current Certified Agreements at Mitchell Shire Council are:

- > Mitchell Shire Council Enterprise Agreement No 6 2014-2017
- > Early Education Employees Agreement 2016

Current Awards at Mitchell Shire Council are:

- > Victorian Local Authorities Award 2001
- > Nurses (ANF Victorian Local Government) Award 2002
- > National Training Wage Award 2000

### **Asset Management**

Employees are expected to familiarise themselves with and abide by the Council's Asset Management policies, plans and strategies.

### **Charter of Human Rights Compliance**

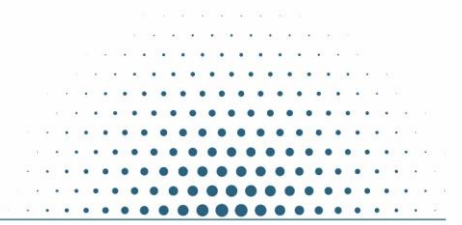
Council employees should demonstrate, respect and promote the human rights set out in the Charter of Human Rights and Responsibilities by:

- > Making decisions and providing advice consistent with human rights
- > Actively implementing, promoting and supporting human rights

### **Child Safe Standards**

Mitchell Shire Council is committed to ensuring the implementing of Child Safe Standards within our organisation. As such:

- > All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse and neglect
- > There is zero tolerance for all forms of abuse and neglect towards children
- > All allegations, concerns and complaints brought to the attention of Mitchell Shire Council will be taken seriously and acted upon in a timely manner and reported to the relevant authority
- > Best practice standards will apply in the recruitment of staff, volunteers and contractors
- > People engaged in child-related work, including volunteers and contractors, are required to hold the applicable Working with Children Check and to provide evidence of this check
- > A statement of our commitment to child safety requirements is included in induction
- > Mitchell Shire Council have risk management strategies in place to identify, assess, and take steps to minimise risks to children
- > Allegations of abuse, neglect and safety concerns will be recorded using incident reporting systems, including investigation updates
- > All personal information considered or recorded will respect the privacy of the individuals involved under the Privacy Act and the best interests of the child will be considered when sharing information with relevant authorities and agencies



### Corporate Recordkeeping Responsibilities

Mitchell Shire employees should demonstrate the following;

- > Understanding records management obligations and responsibilities
- > Making and keeping accurate and complete records of business activities and decision making
- > Creating records proactively including those resulting from telephone conversations, verbal decisions, meetings, emails and letters
- > Ensuring the quality and accuracy of the data used or entered on Council databases and systems
- > Destruction of Council records are not to occur without authority from the Corporate Information Department.

### Code of Conduct

The Code of Conduct outlines standards of conduct and behaviour that must be demonstrated by all Mitchell Shire Council employees, volunteers and contractors. You need to familiarise yourself with the Code and observe its provisions. Breach of the Code may result in counselling and disciplinary action. A substantial breach may result in termination of employment.

### Corporate Induction

You will be required to attend a Corporate Induction within your first month at Council, commencing at 9am at Mitchell Shire Council Civic Centre on a date to be advised.

The People and Culture team also conduct quarterly bus tours of the Shire. This gives new employees the opportunity to see the shire in full and be familiar with our sights and operations.

### Customer Service

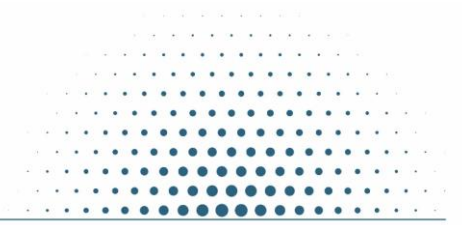
Customer Service Excellence is one of Mitchell Shire Council's values and therefore staff are required to;

- > In accordance with Council's Customer Service Procedure, be proactive in the delivery of services ensuring that quality customer service is provided always whether the communications are delivered personally, electronically, written or by telephone with the customer
- > Ensure a high quality customer focused service at all times
- > Contribute to excellence in service delivery and present a positive image for Council
- > As required, maintain effective and co-operative communication with all customers, community groups/organisations, business, Council and other Government authorities
- > Provide service in accordance with Council's Customer Service standards

### Drivers Licence

If you are required at any point to drive a council or personal vehicle for business use, it is a condition of employment that a current Driver's licence is maintained. *Loss of your driver's licence may result in the termination of employment.* If your driver's licence is suspended or cancelled you must inform your manager immediately.





### Emergency Management

As part of the duties associated with this position, the incumbent may be requested to assist Mitchell Shire Council in responding to an emergency, should one arise, affecting the operation of council and/or the wellbeing of the Community.

### Hours of Work

It is appropriate that you arrange your ordinary hours of duty with your Manager to meet the demands of the position. Mitchell Shire Council offers flexible working arrangements (where operationally viable) to encourage work life balance. A standard full time employee works 76 hours per fortnight (this varies depending on department), with additional hours each day if a monthly ADO is being accrued.

### Accrued Day Off (ADO) and Rostered Day Off (RDO)

An ADO/RDO is applicable for some positions, with the following arrangement;

#### Monthly ADO

A Monthly ADO is available to full time staff. As a full time indoor staff member, the standard working day is 7.6 hours. By working an additional .4 hours per day, you are able to accrue one day off per month. For full time library staff, the standard working day is 7 hours. By working an additional 0.36 hours per day, you are able to accrue one day off per month.

ADO's must be taken at a mutually convenient time. Your Manager will approve when the ADO is to be observed, based on service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

#### Fortnightly ADO

A 9-day fortnight generally applies to outdoor staff. This is accrued by working 8.5 hour days for 9 days per fortnight, with the 10<sup>th</sup> day being the RDO. Your Manager will determine and roster the day that is to be observed to suit service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

### Motor Vehicle

Where a position is allocated a **full private use vehicle** entitlement, the employee may opt to take a cash option of their vehicle allowance and utilise their own private vehicle.

Where a position is allocated **commuter use of a council vehicle**, that vehicle is not to be utilised for any personal use without prior arrangement from the Director.

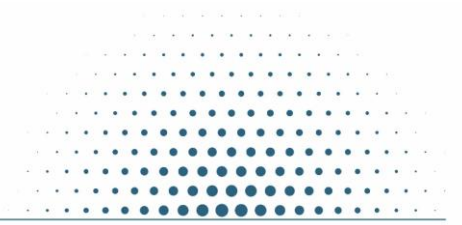
More information on Vehicle and Travel allowances can be found in the Motor Vehicle Policy.

### Policies and Procedures

The terms of the Council's policies are not incorporated as terms of this Agreement and are not intended to create any legally enforceable rights on the part of the Officer, but the Officer must abide by them because they are lawful and reasonable directions of the Council.

### Pre-Employment Checks

Your employment is dependent upon successful completion of a National Police Check prior to commencement. The cost of this check will be borne by Mitchell Shire Council.



Working with Children Checks are compulsory for some staff, and must be provided prior to commencement. These are to be maintained at the employee's own expense.

A Pre-Employment Medical Check *may* be conducted on staff, to ensure they are able to operate in their role safely and effectively.

### **Qualifications Required for the Role**

It is a condition of your employment that you maintain the qualification and memberships that are identified in the Position Description. The cost of maintaining those qualifications and memberships will be borne by the employee. Any Continuing Professional Development (CPD) hours required to maintain your qualification and memberships are to be undertaken outside of normal working hours.

### **Qualifying Period**

All employees are required to complete a six-month qualifying period from the commencement of their employment. Management shall assess employees' performance on the job, including the satisfactory achievement of the performance objectives set in the employee's commencement plan, skills and knowledge represented, the commitment to and how the employee's work reflects the core values, attendance, and cultural fit.

Management shall determine during the qualifying period whether the employee has/is successfully achieving the requirements of the role. Where, in the opinion of management, the employee will not or has not successfully achieved these requirements, employment may be terminated during the qualifying period.

### **Recognition of Prior Service**

Recognition of Prior Service can be made for those employers listed as applicable under the Local Government (Long Service Leave) Regulations 2012.

An application for RPS must be made to the payroll department on your Employee Registration Form upon commencement (no later than 2 months after commencement).

### **Payroll**

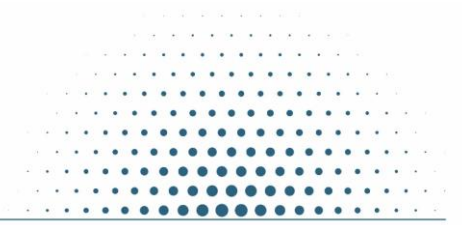
Payment of salary is made on a fortnightly basis (currently every second Wednesday), by electronic transfer to your nominated financial institution account.

### **Risk Management and Occupational Health and Safety**

Council Employees should comply with Occupational Health and Safety Legislation, Risk Management requirements and all Council policies, procedures and guidelines. This includes (but is not limited to) the following:

- Perform all duties in a manner which demonstrates due care for your own and others health and safety
- Comply with Risk and OHS documentation and legislative requirements
- Identify and report hazards, risks, incidents or health and safety issues as soon as possible.
- Participate in Risk, Safety and Health Initiatives including investigations, implementation of corrective actions, risk assessment or return to work arrangements.
- Wear and maintain all issued personal protective equipment.





### **Superannuation**

Council will contribute to the Vision Super Scheme or an approved superannuation fund of your choice on your behalf at the rate of 9.5% of the base salary offered (excluding staff who have agreed a Total Remuneration Package (TRP)). This contribution amount is in addition to (not deducted from) your base salary.

### **Types of Employment**

Employees should be aware that Mitchell Shire Council employs staff on several types of employment contract. This includes the following types;

**Casual Employees** will be employed on an hourly basis to work on an intermittent or irregular basis. We cannot guarantee set hours of work. In order to manage our casual staff, we undertake periodic database checks. Any casual employee who has not worked within that period may automatically be removed from the system.

The hourly rate of a casual employee includes the 25% loading in lieu of annual leave, personal leave, public holidays and severance entitlements.

**Part Time Employees** can work hours in addition to their contracted hours. These hours will be paid at ordinary rates. Employees can work ordinary rates to a maximum of 38 hours within a week, for library staff 35 hours. Any hours worked in addition to maximum hours will be paid at overtime rates or time in lieu will be calculated in accordance with the Enterprise Agreement, Award and policy as amended from time to time.

### **Variances to Duties**

In line with operational requirements of Council it may be necessary, to vary your work duties and/or position description. Such changes would be discussed with you prior to initiation and will be compliant with the nature of the work for which you were employed.

You may be required to work from or relocate to any Council work site within the Council municipality depending on operational requirements.