

Position Description



POSITION TITLE		Administration Assistant (Casual Administration Pool)			
REFERENCE/POSITION NUMBER		ADM0001			
DEPARTMENT		Office of the General Manager			
ACCOUNTABLE TO		Manager Human Resources			
SUPERVISOR		Human Resources Coordinator			
DIRECTLY SUPERVISES		None			
INDIRECTLY SUPERVISES		None			
VOLUNTEERS SUPERVISED		None			
GRADE	4	STATUS	Casual	TYPE	Casual
HOURS	Casual		LOCATION	Administration Building	
MOBILE PHONE	No		LAPTOP	No	
VEHICLE		No vehicle			
LAST UPDATED		29/03/2019			



RESPECT

We treat others as we expect to be treated - in a fair and professional manner.



INNOVATION

We champion change in order to provide superior services to our community.



INTEGRITY

We are open, honest and ethical in our behaviours - at all times.



TEAMWORK

We are one team - working together with trust and commitment to achieve shared goals.



EXCELLENCE

We aspire to be the best - in everything we do.

ONE COUNCIL, ONE TEAM. THE RIITE WAY

OBJECTIVES

- To assist in the efficient and effective provision of services in accordance with relevant legislation and Council policies.
- To assist with various secretarial and/or administrative functions.
- To promote the image of the Council as efficient, effective and courteous.

SELECTION CRITERIA

ESSENTIAL

- Qualifications in the area of business administration or office management
- Experience working in a customer service environment dealing with face-to-face, written and verbal inquiries from customers and employees.
- Experience working in an administrative or clerical position in a relatively large, complex or multi-functional environment.
- Experience providing secretarial support including coordinating meetings, functions and providing minutes of meetings.
- Proficient in the use of MS Office suite.
- Understanding of Council's structure and functions.

DESIRABLE

- Experience processing accounts and/or working in a creditors or debtors environment.
- Experience working in a records management environment.

DUTIES

- Administrative duties will involve:
 - operating Council's switchboard;
 - collecting and distributing Council's incoming mail;
 - collating Council's outgoing mail;
 - photocopying, stapling and binding documents;
 - taking bookings for Council's rooms and setting up rooms as required;
 - maintaining filing systems;
 - attending to telephone/counter enquiries.
 - typing memos, external correspondence and reports, including Council reports;
 - screening incoming calls;
 - acting as minute taker for Committees and meetings of Council
- Cashiering duties will involve:
 - setting up float;
 - preparing and lodging bank deposits;
 - processing customer payments over the counter and telephone;
 - data entry work including totalling cash, cheques and direct deposits received;
 - assisting with sundry debtors.
- Accounting duties will involve:
 - matching incoming invoices to signed delivery dockets and office copies of order forms;
 - obtaining departmental authorisation for invoices prior to payment;
 - checking incoming statements ensuring all invoices to be paid have been received;
 - preparing information required for the payment of accounts prior to entry into the creditors' system;
 - preparing batches, entering data and checking edits;
- Take all reasonable steps to ensure compliance with Council's policies, procedures and legislation and care of self and others in the workplace.

CORPORATE RESPONSIBILITIES

RESPECT AND DIGNITY

All employees are required to:

- Promote respect for others and fairness and equity, acting in accordance with principles of EEO and Anti-Discrimination
- Demonstrate respect for others and contribute to a positive work environment
- Take appropriate action to prevent bullying, harassment and discrimination of others
- Identify and minimise exposure to risk for self and others

INTEGRITY

All employees are required to:

- Comply with the Code of Conduct and all relevant legislative requirements, Council plans, protocols, policies and procedures
- Work within budget and time constraints to optimise outcomes while balancing resource requirements
- Apply policies, protocols and guidelines equitably and without personal bias
- Model Council's Values
- Use and protect Council's information, resources, equipment and systems in accordance with relevant protocols, policies and legislation

INNOVATION

All employees are required to:

- Identify and, in consultation with their supervisor, initiate opportunities for improvements in processes and service and waste minimisation
- Seek to understand and embrace relevant best practice and industry trends relevant to own work area
- Participate in ongoing learning and embrace relevant technology and change

TEAMWORK

All employees are required to:

- Actively share information, knowledge and skills with others to optimise organisational performance
- Take interest in and provide feedback on corporate initiatives
- Work positively and proactively with others, and to the best of your ability, to deliver organisational outcomes
- Provide support and advice, to others, in own area of expertise

EXCELLENCE

All employees are required to:

- Meet or exceed functional responsibilities and service level agreements described in position description and operational plans
- Support and use contemporary frameworks designed to optimise systems and processes
- Demonstrate an understanding of the needs of internal and external customers, as relevant to the role, anticipating and meeting their needs with the parameters of Council requirements
- Ensure current competence and relevant accreditation/licencing
- Follow safe and ethical practices to minimise risk to self and others
- Actively participate in relevant training and seek opportunities for ongoing learning as applicable
- Report incidents, illnesses and injuries immediately and take appropriate follow-up action if required

WORK, HEALTH AND SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

In addition to the overall corporate responsibilities listed above and the statements below, you are required to perform your duties in accordance with this Position Description, Council's Code of Conduct, policies, protocols and procedures.

Work Health and Safety (WHS)

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm
- Participate in development of safe work methods and risk assessments with your supervisor when required
- Actively participate in WHS inductions and training when required
- Wear personal protective equipment (PPE) in the prescribed manner and when specified
- Participate in workplace inspections if required
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices
- Participate in emergency preparedness training, including any required knowledge for business continuity plans
- Report all hazards, near misses and damage to Council's property to the responsible Manager

Certificates of Competency / Licences

- Where required for the position, either by legislation or through Council's policies, protocols and procedures, maintain all certificates, licences, operative training etc for the group, and advise the responsible Manager of any change to these, including vehicle licences.

Injury Management

- Report all injuries/illnesses to the responsible Manager immediately
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to the responsible Manager

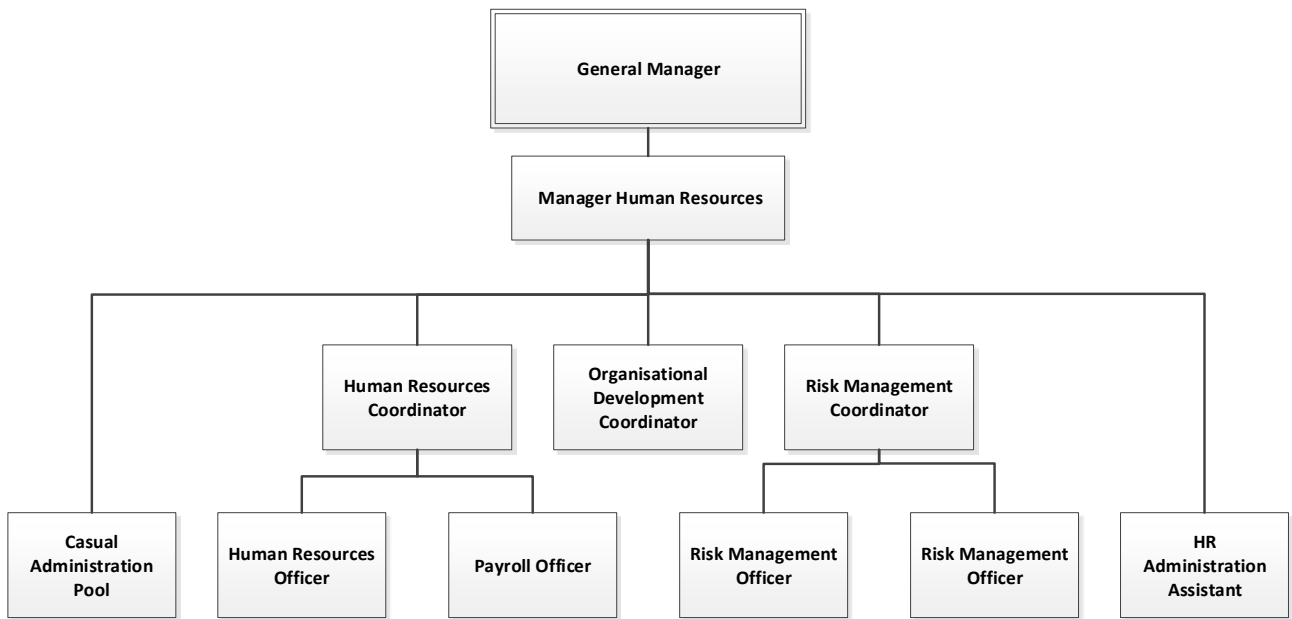
Equal Employment Opportunity (EEO)

- Work to the best of your ability and provide quality service to customers
- Recognise the skills and talent of other staff members
- Act to prevent bullying, harassment and discrimination against others in your workplace
- Respect differences among your colleagues and customers such as cultural and social diversity
- Treat people fairly - don't discriminate against, bully or harass them
- Work in keeping with the Kiama Municipal Council's EEO management plan and other EEO policies

DELEGATIONS	
FINANCIAL DELEGATION:	Nil
RESPONSIBILITY DELEGATION:	Act in Accordance with Instrument of Delegation
NO OF CONTRACTS MANAGED:	None
ANNUAL VALUE OF CONTRACTS MANAGED:	None
CONTROL AND MANAGEMENT OF EXPENDITURE PER ANNUM:	No responsibility
BUDGET DEVELOPMENT:	None

CONDITIONS OF EMPLOYMENT		
AWARD/AGREEMENT	Local Government (State) Award	
PROTOCOLS:	Employees are to comply with Council's Code of Conduct and Council protocols at all times.	
PRE-EMPLOYMENT REQUIREMENTS:	<ul style="list-style-type: none"> Physical and mental capability to perform the inherent requirements of the position 	
	<ul style="list-style-type: none"> Proof of ability to legally work in Australia 	
	<ul style="list-style-type: none"> Pre-employment screening to Australian Standards in Employment Screening. 	
	<ul style="list-style-type: none"> Criminal record check 	Yes
	<ul style="list-style-type: none"> Pre-employment medical 	Yes
	<ul style="list-style-type: none"> Working with children check 	No

REPORTING RELATIONSHIPS



I have read the above position description for my role; I accept the responsibility for achieving the above duties and understand that I am accountable for their achievement.

Employee Signature:

Date: Drop down for date