



POSITION DESCRIPTION

ADMINISTRATION OFFICER, WORKS AND TECHNICAL SERVICES

Full Time

Version 1
Last updated 26 April 2024



Administration Officer – Works and Technical Services

Department	Works and Technical Services
Reports to	Executive Manager, Works and Technical Services
Industrial Instrument	Local Government Officers Award
Classification	Level (dependent on experience and qualifications)
Primary Location	Shire of Northampton Administration Office

Position Benefits

Vehicle	<i>No</i>	Mobile	<i>No</i>
Laptop	<i>No</i>	Relocation expenses	<i>No</i>

Position Objectives

- Provide effective administrative support to Executive Manager, Works and Technical Services as required.
- Provide effective administrative support to the Northampton and Kalbarri Workshops/Depots.

Key Duties and Responsibilities

- Provide general clerical support to Executive Manager, Works and Technical Services including:
 - Maintain an accurate records management system of all correspondence, progress reports, agenda reports and development application matters.
 - Maintain accurate works costing ledger (ie budget for individual works programs).
 - Match invoices with purchase order numbers for authorisation.
 - Attend meetings, taking, preparing, distributing and filing of minutes.
 - Assist in maintaining register of critical safety training for the Works and Services department.
 - Arrange accommodation and meals for employees attending training or working away from home.
 - Assist with administration.
- As directed by the Executive Manager, Works and Technical Services, provide detailed administrative support to the Workshop/Depot including

- contractors.
- Assist in maintaining asset management records, including asset condition assessments, maintenance schedules, inspections and program implementation.
- Provide customer contact and support to the general public for Works and Technical Services enquiries.
- Assist with project work as directed.
- Ensure programs are executed in accordance with prepared specifications and in line with policies and procedures.
- Ensure all procurement activities are undertaken in accordance with Local Government Act requirements and Shire of Northampton policy and procedure requirements.
- Ensure all works are conducted in an environmentally sensitive manner and in accordance with legislative requirements.
- Assist with preparation of monthly Council Agenda Report.
- Assist with Works and Technical Services administrative duties, including:
 - Quotations and tenders for new vehicles;
 - Approvals of road work and traffic management plans;
 - School bus route assessment and approvals;
 - RAV enquiries, assessments and applications;
 - Department of Transport licensing; and
 - Other duties, as directed.
- Provide relief during periods of leave or absence of the Executive Manager, Works and Technical Services;
- As directed by the Chief Executive Officer and Executive Manager, Works and Technical Services provide relief during periods of leave of the Work, Health and Safety Officer at the Shire only.
- Undertake other relevant duties, as directed by Executive Manager, Works and Technical Services consistent with skills, competence and training.

Responsibilities Common to All Employees

Commitment to Service delivery

- Seeks, listens to and acts on feedback.
- Works as part of a team, supports the achievement of team goals, co-operates and communicates with colleagues.
- Shows an appreciation for others – their skills and knowledge, their attributes and differences.
- Recognises and understands organisational changes, helps to make improvements happen and shares good practice.
- Makes a positive contribution to the Shire and demonstrates flexibility and resilience.
- Accepts responsibility for own health and wellbeing to perform the role.

Achieve results

- Does what is required from the role, including:
 - Meeting targets
 - Following procedures
 - Working with standards
 - Providing required level and quality of service

- Maintaining records
- Contributing fully to all work situations
- Gets the facts right – ensures information is clear and correct.
- Supports colleagues to ensure wider organisational objectives are met and outcomes are achieved resourcefully.

Work Health and Safety

- Fulfil requirements of Council's Work Health and Safety policy.
- Work with care for their own safety and health and that of others.
- Participate in developing safe work procedures and follows them.
- Participate in training.
- Use equipment properly and report any faults/damage.
- Use personal protective equipment as directed.
- Reports hazards and incidents to their Supervisor/Manager.
- Participate in personal return to work plans.

Physical and Environmental Demands

- Office based – sitting, walking and bending.
- Driving is an essential requirement.
- Use of computers is essential.
- Deals with confidential information.

Extent of Authority

Operates under general direction of the Executive Manager, Works and Technical Services with established guidelines, procedures and policies of Council.

Skills, Knowledge, Experience and Qualifications (Selection Criteria)

Skills

- Proficiency in the use of Microsoft Office products, specifically Word, Excel, Power Point, and Outlook.
- Competent numeracy skills.
- Time management and organisational skills.
- Developed verbal communication and public relations skills.
- Competent customer service skills including reception and telephone.
- Proven ability to deal with difficult customers / handling of complaints.
- Ability to interpret vehicle parts across a range of plant and equipment.

Knowledge

- Developing knowledge of Council's organisational structure and functions.
- Sound working knowledge of local community.
- Sound working knowledge of Local Government Accounting Standards and Local Government (Financial Management) Regulations 1996.
- Working knowledge of costing systems.
- Sound knowledge of workshop operations and procedures.
- Working knowledge of SynergySoft software.

Experience

- Computer literacy.
- Experience in customer service.
- Experience in Local Government (desirable).

Qualifications

- No formal qualifications required.
- Current “C” class drivers licence.
- National Police Clearance.

Signatures

Administration Officer, Works and Technical Services

Date

Executive Manager, Works and Technical Services

Date

Chief Executive Officer

Date