



## JOB DESCRIPTION – Administration Officer

POSITION IDENTIFICATION	
<b>Position Title:</b> Administration Officer	<b>Department:</b> Administration
<b>Award/Agreement:</b> Local Government Industry Award 2020	<b>Employment Type:</b> Full-Time - Permanent
<b>Reports to:</b> <ul style="list-style-type: none"> <li>• Deputy Chief Executive Officer</li> <li>• Manager of Development</li> <li>• Finance Manager</li> </ul>	<b>Supervisory Responsibility:</b> Nil
<b>Hours:</b> Hours 8.00am to 4.30pm Monday to Friday	<b>Location:</b> Jerramungup Administration Office 8 Vasey Street, Jerramungup

### Approval of Position Description

<i>Document Owner</i>	<i>Position</i>	<i>Reason for Review</i>	<i>Review Date</i>	<i>Additional Comments</i>

## 1. ORGANISATIONAL RELATIONSHIPS

### 1.1 Responsible to:

- Deputy Chief Executive Officer
- Manager of Development
- Finance Manager

### 1.2 Supervision of:

Nil

### 1.3 Internal and External Liaison:

#### Internal

- Chief Executive Officer
- Other Executive Staff
- Other Staff

#### External

- Residents and Ratepayers
- Various Business Organisations (including Contractors to Council)
- Government Departments
- External Consultants.

## 2. EXTENT OF AUTHORITY

Operates under direct Supervision and within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other relevant legislation.

## 3. PURPOSE OF POSITION

- Provide administrative support to the Development Services Unit.
- Provide clerical and secretarial support to the Shire's Administration.
- Provide friendly helpful assistance to Council's customers.
- Accurately receipt monies received, prepare daily banking and perform general office duties as directed by Manager.
- Oversee proper and orderly management of Shire Debtors

## 4. KEY DUTIES/RESPONSIBILITIES

- Direct assistance and administrative support to Executive Officers
- Assist with Department of Transport Licensing Services, front counter customer service and answering phones as required.

### Debtors:

- Accounts Receivable – prepare and raise invoices (Tip Fees, Standpipe water, extra bins, leases and grants, rent, licences, water, electricity etc.)
- Manage debtors' information and create new debtors as required.
- Review and apply increases as per leases and agreements terms.
- Assist with the preparation of the Shire's annual budget for expected incoming revenue.

- Draft letters advising of increases in rent and other charges.
- Follow up outstanding Debtors, including managing debt collection where required.
- Monthly reconciliation of the Debtors Ledger and prepare reports on outstanding debtors.
- Manage the Fines and Enforcement process for unpaid infringements.
- Assist with preparation of reporting for external agencies as part of local government requirements.
- Coordinate extra bin collection services as required.
- Organise the recycling calendar PDF to be updated annually.

### **Environmental Health:**

- Schedule visits from the Shire's Contract Environmental Health Officer/s (EHO) for routine inspections.
- Maintain business and public buildings registers to ensure all properties and businesses are registered, inspected as and when required, and associated fees are paid.
- Ensure Caravan Park licences are up to date and issued annually.
- Receive septic applications and forward to EHO for processing approval to install.
- Ensure Septic "as constructed" diagrams are received from the plumbers at completion of works and forwarded to the EHO to finalise approval to use.
- Where required, provide assistance and support to contract Environmental Health Officers.
- Ensure adequate record keeping protocols are maintained to accurately record all matters relating to Health Services.
- Prepare reporting for external agencies as part of local government requirements.

### **Development Administration (Building and Planning):**

- Provide administrative support to officers in respect of development, including the preparation of correspondence.
- Assist in preparing and keeping up to date:
  - Information packs
  - Standard letters and templates
  - Website information and procedures
  - Zoning plans, policies and documents
- Research issues and summarise findings for use in reports and for the preparation of policy and reports.
- Assist in the development and implementation of records management procedures and policies for planning and records as directed.
- Receive and register planning, health, building and crossover applications.
- Verify that adequate information (including fees paid) has been provided and co-ordinate development applications to permit the processing of approvals within correct timeframes.
- Notify Landgate of completed building works.
- Follow up Development compliance matters.
- Answer general enquiries in relation to the status of development applications and respond to basic development enquiries.
- Send out development related information.
- Prepare reporting for external agencies as part of local government requirements such as Builders Registration Board reporting.
- Maintain Short Term Holiday Accommodation spreadsheet, ensuring that all houses being used as holiday homes are compliant with the Shire's Local Planning Scheme and Planning Policies.
- Prepare monthly delegation reports to Council on building and planning activities.
- Process monthly reporting and reconciliation for BSL and BCITF Levies.

## 5. SELECTION CRITERIA

Qualification	Essential	Desirable
Grade 12		✓
TAFE Certificate or higher in relevant studies.		✓
Drivers Licence –“C”		✓
Key Skills, Knowledge and Experience	Essential	Desirable
Computer skills (Microsoft Applications & Synergy Soft) with the ability to familiarise quickly to new systems/programs	✓	
High level problem solving skills with the ability to set priorities, manage multiple deadlines and effectively deliver tasks and processes on time;	✓	
Experience in implementing and reviewing Policies, Plans and Procedures;		✓
Experience in effectively undertaking consultation;		✓
Demonstrated Local Government experience or knowledge of Local Government operations;		✓
Demonstrated understanding of current corporate governance practices including business paper management systems and meeting procedures;		✓
Demonstrated understanding of Leasing and Licensing of property.		✓
Personal Skills	Essential	Desirable
Developed typing and keyboard skills.	✓	
Developed time management and organisational skills.	✓	
Developed communications skills - both written and verbal	✓	
Developed Customer Service.	✓	
Adequate knowledge of the English language including spelling, grammar and vocabulary.	✓	

## 5 WORKING CONDITIONS/OHS CONSIDERATIONS

**Work Health and Safety** – All staff will assist the Shire to create and maintain a safe and healthy work environment by working safely, complying with the Shire of Jerramungup’s Risk Management and Work, Health and Safety policies and procedures and using all equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations and develop safe work procedures.

All supervising staff are required to implement and maintain the Shire’s WHS Management System in areas under their control, ensuring compliance with legislative requirements and established Policies, Procedures and Guidelines and, provide the appropriate information, instruction, training and supervision.

Staff will inform their supervisor of any unsafe working practices or hazardous working conditions.

## 6. OTHER RELEVANT FACTORS OR REQUIREMENTS

A Pre-Employment Medical Examination and current National Police Clearance Certificate will be required by the successful applicant at the Shire’s expense.

It is advised that no formal offer can be made until your satisfactory completion of this employment condition.

## 7. COMMENTS

All employees are required to sign a declaration that they have read Council’s Induction Manual / Code of Conduct prior to the commencement of work or any reviews. This signed document will be placed on each employees payroll file as evidence of the fact that they have read and understood the requirements of the position and Council.



**8. TERMS OF EMPLOYMENT**

Award	Local Government Industry Award 2020	
Position Status	Full-Time	Permanent
Hours of Work	76 hours per fortnight 8.00am to 4.30pm Monday to Friday	
Salary	\$64,754 - \$67,184 per annum (pro rata) depending on skills and qualifications	
Superannuation	11.5% Employer Superannuation Guarantee Contribution	
Additional Superannuation	In accordance with Council Policy.	
Probation	3 Months	
Performance Review	Annually	
Annual Leave	Employee will be entitled to four (4) weeks Annual Leave (pro-rata) with 17.5% Loading on Entitled Annual Leave.	
Housing	Staff Housing Allowance provided as per Council Policy.	
Motor Vehicle	N/A	
Job Location	Jerramungup, Western Australia, 6337	

**Employee:**

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Chief Executive Officer:**

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date