

***General Information for the Position
of
Administration Officer
Engineering Services***

Further Information can be obtained from:

Engineering Department - (02) 6847 6600

115 Dubbo Street,
(P.O. Box 6)
WARREN NSW 2824

Phone: (02) 6847 6600

SCHEDULE 1

ADVERTISEMENT FOR THE POSITION

***Administration Officer
Engineering Services***

POSITION VACANT

ADMINISTRATION OFFICER ENGINEERING SERVICES

Applications are invited for the position of Administration Officer Engineering Services within the Warren Shire Council.

The position reports directly to Council's Divisional Manager Engineering Services and is responsible for the administration duties of the Engineering Department which include but is not limited to letter and report typing, maintaining engineering databases, spreadsheets, purchasing, contract administration, analysis of road inventory data, reports and committee minute taking.

Essential

- Class C Licence
- Demonstrated experience in general office duties
- Experience with computers
- Excellent customer service skills

Desirable

- Administrative qualifications at Certificate 4 or better

Employment Conditions

- Full-time position
- Salary Range: \$1190.10 - \$1380.52 per week
- 12% superannuation
- 19 day month flexitime system – 35-hour week
- Leave provisions as per the Local Government (State) Award

The successful applicant will be subject to a pre-employment medical assessment prior to confirmation of employment.

Applications

An information package must be obtained by attending the Administration Centre, 115 Dubbo Street, Warren or by visiting Council website www.warren.nsw.gov.au.

All applications should include a cover letter addressing the Essential Criteria, Resume and the completed 'Employment Application Form' (in the information package) along with two (2) recent references/referees.

Applications can be lodged:

- Via mail – P.O. Box 6, Warren, NSW, 2824
- In person – 115 Dubbo Street, Warren, NSW, 2824
- Via email – hr@warren.nsw.gov.au

For enquiries, contact Councils Engineering Department on (02) 6847 6600.

SCHEDULE 2

POSITION DESCRIPTION

Administration Officer
Engineering Services

Position Description

Position Title:	Administration Officer Engineering Services
Department:	Engineering Services
Classification:	Administrative / Technical Band 2 Level 1
Grading:	Local Government (State) Award Progression between Grades 1-5 is in line with Council's Salary System.
Hours of Duty:	19 day month flexitime system, 35 hour week 8.30 am start 5.00 pm finish, 1 hour lunch
Annual Leave:	4 weeks per year
Responsible Officer:	Divisional Manager Engineering Services
Immediate Supervisor:	Divisional Manager Engineering Services

Position Objectives:

The position of Administration Officer Engineering Services is responsible for the provision of efficient and effective clerical and word processing services and administrative support to the Divisional Manager Engineering Services and Engineering Services Department Staff.

Licences, Qualifications and Experience:

Essential:

Microsoft Computer Courses or relevant industry experience;
Ability to prepare letters, reports and other required documents including research and typing;
Understand and use Microsoft excel;
Have a good understanding of Office procedures, confidentiality, works programs and ability to work as a team;
Have excellent customer and staff relationship; and
Class C Motor Vehicle Driver's Licence

Desirable:

Hold administrative qualifications at certificate 4 or better
Minute-taking experience

Schedule of Duties:

- Liaise with immediate supervisor about daily and weekly works
- Attend schools, seminars, training sessions associated with this position if required
- Ensure that there is no wastage or misuse of resources
- Attend counter, telephone and written queries, requests and complaints promptly on request
- Prepare routine and issue correspondence under delegation
- Prepare letters or emails for all staff within the council
- Make recommendations on improvements in techniques and equipment within the area of responsibility
- Attend computer user group meetings and seminars
- Update website and other Council sites
- Assist other engineering staff or other departments as required and directed
- Undertake office duties such as plan printing, telephone enquiries, counter enquiries, update plan file indices, input of action requests onto database and issue reports for staff or meetings
- Ensure the Divisional Manager Engineering Services and the Engineering Services Department are provided with timely and accurate information and advice
- Assist the Divisional Manager Engineering Services to ensure the effective and efficient use of resources in achieving organisational goals
- Record minutes of meetings between Council's Engineering Services Department staff and successful tenderers and others
- Liaison with and preparation of letters to members of the general public and community organisations in regard to approvals for temporary road closures, street processions, fun runs, etc.
- Recording of Engineering Services Department staff leave and rostered days off
- Liaise with State Emergency Service in times of flood, storm and tempest to provide information regarding road closures, etc.
- Prepare meeting agendas for all sectional committees including emergency services and take minutes for Council records
- Prepare meeting agendas for Council and take minutes for all meetings as requested.
- Preparation of letters of appointment for Engineering Services Department Staff
- Preparation and arrangement of advertisements, letters, memoranda and other correspondence
- Typing, word processing, spreadsheet and database entering for the Engineering Services Department Staff and other sections as required
- Operation of telephones, facsimile and taking of messages and making appointments for Engineering Services Department Staff
- Arrangement of conference venues, accommodation and travelling for courses, seminars and conferences held at Warren and away which are attended by Engineering Services Department Staff

- Management of Council’s apprenticeship and traineeship Program
- Undertake cemetery bookings, make cemetery arrangements and assist families to book grave sites, ash placements and memorial plaques.
- Act in the capacity of General Manager’s Secretary in the absence of that officer
- Carry out other duties as required by the Divisional Manager Engineering Services
- Coordinate and run daily catch up sessions with Engineering Services Department Staff

Customer Service:

- Project and promote the image of Council as both positive and efficient through maintaining professional standards and presentation.
- Attend to enquiries from internal and external customers promptly and professionally.
- Communicate effectively and sensitively with both internal and external customers.
- Objectively solve disputes and/or problems that may arise with internal and external customers
- Work cooperatively with other organisations

Work Health and Safety Responsibilities:

All employees are responsible for WHS at Warren Shire Council and their duties include:

- Working in a safe manner without risk to themselves, others, Council’s equipment or the environment;
- Reporting all WHS hazards and incidents to their supervisor;
- Reporting all injuries and illnesses to their supervisor and the Work Health Safety/Risk Officer within 24 hours;
- Providing suggestion, through agreed consultation method, on how to improve WHS issues;
- Seeking assistance if unsure of WHS procedures;
- Reporting any faulty equipment or plant to their supervisor;
- Participate in WHS consultation arrangements in your workplace;
- Complying with any Return to Work Plan if injured;
- Correctly using all personal protective equipment; and
- Complying with emergency and evacuation procedures.

Physical Demands:

The position holder is required to be physically fit as they are likely to be exposed to a range of indoor activities and prolonged sitting, close eye work; dealing with the public; meeting deadlines.

Key Accountabilities:

- Adherence to authorised working hours
- Adherence to adopted safe working practices
- Adherence to adopted work specifications
- Adherence to adopted policies of Council
- Advise Divisional Manager Engineering Services if unable to attend or complete work or training
- Ensure all records are maintained
- Ensure harmonious and productive relationships exist with the Council Staff
- Promote a positive image of Council

Output Measures:

- Standard of workmanship
- Number of work safety incidents
- Record of staff matters
- Attendance record
- Presentation

Position Skill Descriptors – Administrative / Technical / Trades Band, Level 1 (B2 L1):

Authority and accountability: Responsible for the completion of work requiring the application of trades, administrative or technical skills.

Judgement and problem solving: Skills in assessing situations and in determining processes, tools and solutions to problems. Guidance is available.

Specialist knowledge and skills: Positions will have demonstrated competence in a number of key skill areas related to major elements of the job.

Management skills: Positions may require skills in the supervision or co-ordination of small groups.

Interpersonal skills: Communication skills to explain situations or advise others.

Qualifications and experience: Appropriate work-related trade, technical or administrative qualifications or specialist skills training.

Warren Shire Council

Competencies and Skills

Job Title: Administration Officer Engineering Services

Band: 2

Level: 1

<u>Grade 1</u>	
Class C Driver's License	<input type="checkbox"/>
Proof that Introduction to New Staff has been read	<input type="checkbox"/>
Proficiency in telephone/facsimile machines/photocopiers/ /other office equipment	<input type="checkbox"/>
Understanding of Work Health and Safety & Risk Management	<input type="checkbox"/>
Ability to communicate with the public	<input type="checkbox"/>
Proven word processing skills	<input type="checkbox"/>
Proven literacy/grammatical skills	<input type="checkbox"/>
Ability to work to pre-determined deadlines	<input type="checkbox"/>
Understanding of meeting procedure	<input type="checkbox"/>
Demonstrated ability to communicate with other staff	<input type="checkbox"/>
Ability to prepare meeting agenda	<input type="checkbox"/>
Ability to prepare basic reports, advertisements, memos, letters	<input type="checkbox"/>
Ability to maintain all records accurately, concisely and ensure the details are easily retrievable	<input type="checkbox"/>
Ability to maintain, prepare and amend standard forms	<input type="checkbox"/>
Ability to undertake receptionist duties	<input type="checkbox"/>
Basic knowledge of spreadsheets	<input type="checkbox"/>
Understanding of the Privacy & Personal Information Act	<input type="checkbox"/>
Ability to prepare and arrange publication of advertisements	<input type="checkbox"/>
Knowledge of Anti-Discrimination Act & EEO Act	<input type="checkbox"/>
Understand Cemetery records, bookings, burial requirements and memorial requests as per council policies.	<input type="checkbox"/>
<u>Grade 2</u>	
Demonstrated ability to co-operate and work as a team	<input type="checkbox"/>
Working knowledge of ordering procedures	<input type="checkbox"/>
Prepare and submit reports on work status	<input type="checkbox"/>
Sound knowledge of Work Health and Safety and Risk Management	<input type="checkbox"/>
Prepare reports at an acceptable standard	<input type="checkbox"/>

Warren Shire Council

Competencies and Skills

Job Title: Administration Officer Engineering Services

Band: 2

Level: 1

<u>Grade 2 (Cont.)</u>	
Communicate effectively with operational personnel, supervisors, and members of the public to ensure proper understanding.	<input type="checkbox"/>
Working knowledge of meeting procedures	<input type="checkbox"/>
Working knowledge of Council's policies and procedures	<input type="checkbox"/>
Ability to organise conference bookings	<input type="checkbox"/>
Ability to proof read written material	<input type="checkbox"/>
Ability to screen incoming calls and enquiries	<input type="checkbox"/>
Ability to administer, monitor and schedule the staff and Manager's diary	<input type="checkbox"/>
Ability to prioritise workload	<input type="checkbox"/>
Ability to prepare and collate the staff and Manager's Reports for Council and Committee Business Papers	<input type="checkbox"/>
Ability to interpret Council's Fees and Charges	<input type="checkbox"/>
Proven database skills	<input type="checkbox"/>
Demonstrated ability to work unsupervised	<input type="checkbox"/>
Ability to record minutes	<input type="checkbox"/>
Knowledge & Understanding of Council's Records Management and Procedure Manual	<input type="checkbox"/>
<u>Grade 3</u>	
Train staff one on one	<input type="checkbox"/>
Ability to prepare and collate the complete Council Business Paper	<input type="checkbox"/>
Ability to participate in staff recruitment	<input type="checkbox"/>
Certificate III in Business Administration (or 3 years relevant industry experience)	<input type="checkbox"/>
Proficient in desktop publishing	<input type="checkbox"/>
Sound knowledge of databases	<input type="checkbox"/>
Working knowledge of one other secretarial work area	<input type="checkbox"/>
Develop & Maintain Procedures for your relevant section	<input type="checkbox"/>
Prepare project folders for identified budget projects.	<input type="checkbox"/>
RMS preparation of site folders	<input type="checkbox"/>
Update Council's web page	<input type="checkbox"/>

Warren Shire Council

Competencies and Skills

Job Title: Administration Officer Engineering Services

Band: 2

Level: 1

<u>Grade 3 (Cont.)</u>	
Prepare for managers, Interview packages/performance reviews	<input type="checkbox"/>
	<input type="checkbox"/>
<u>Grade 4</u>	<input type="checkbox"/>
Delegate complaints and tasks within engineering areas	<input type="checkbox"/>
Set standards of performance quality, quantity and time to improve engineering customer focus and staff resourcing needs.	<input type="checkbox"/>
Apply initiative and judgement to accommodate changing work conditions	<input type="checkbox"/>
Monitor engineering performance and compliance with safety procedures and practices.	<input type="checkbox"/>
Working knowledge of at least two other secretarial work areas	<input type="checkbox"/>
Maintain Council's 5 Year Works and Plant Program	<input type="checkbox"/>
Ability to co-ordinate Council's social media program	<input type="checkbox"/>
Understanding of Council's Road & Bridge Network	<input type="checkbox"/>
<u>Grade 5</u>	
Ability to prepare complicated reports	<input type="checkbox"/>
Sound Communication Skills in Dealing with Councillors and the Public	<input type="checkbox"/>
Certificate IV in Business Administration (or other agreed relevant Certificate/Course or 7 years relevant experience)	<input type="checkbox"/>

SCHEDULE 3

EMPLOYMENT APPLICATION FORM

(Return this section with your Resume)

***Administration Officer
Engineering Services***

Employment Application Form

Privacy Statement:

As part of the recruitment process Warren Shire Council will be collecting information about you. This information is private information for the Privacy and Personal Information Protection Act. This information will be included in the recruitment file and accessed by Council Human Resources staff and members of the Recruitment Selection Panel. Applicants may request their information be returned to them at the conclusion of the recruitment process.

Personal Details * Required Fields

First Name*	Last Name*
E-mail*	
Phone*	Mobile
Street Address*	Postal Address*
City, Town, Suburb*	Postcode*
Country*	State*

Questions

<p>1. Please indicate your eligibility to work in Australia*</p> <ul style="list-style-type: none">a. Australian/New Zealand Citizenb. Permanent Residentc. Current Visa including Visa Class and duration (expiry date)d. None of the above
<p>2. If you answered Current Visa or None of the above, please provide details of your eligibility to work in Australia including Visa date or issue and any Visa restrictions</p>
<p>3. Have you read and understood the position description and the requirements for the position that you are applying for? *</p> <ul style="list-style-type: none">a. Yesb. No
<p>4. Have you ever previously been employed by Warren Shire Council? *</p> <ul style="list-style-type: none">a. Yesb. No

5. If you answered Yes to the above question, please provide details of your employment (dates of employment and job/position title) *

6. Please explain your motivation for applying for this position and why you believe you are a suitable candidate*

7. Do you have any trade certificates, university or TAFE certificates or other (traffic control, etc.)? *

- a. Yes
- b. No

8. If you answered Yes to the question above, please outline your qualifications and your experience in relation to this position within Local Government*

Attach certified copies of all relevant documentation to this application*

9. What Class of motor vehicle driving licence do you hold? *

- a. None
- b. Class C
- c. Class LR
- d. Class MR
- e. Class HR
- f. Class HC
- g. Class MC
- h. Other (please explain)

State of Issue:

Expiry Date:

<p>10. Do you hold a SafeWork NSW Construction Induction (White Card) or equivalent? *</p> <p>a. Yes (Number on Card)</p> <p>b. No</p>
<p>11. Have you had experience working in a team environment? *</p> <p>a. Yes</p> <p>b. No</p>
<p>12. If you answered Yes to the above question, please detail your experience including examples*</p>
<p>13. Excellent Time Management, Customer Service, and Conflict Resolution skills are essential in this role. Provide actual examples of your experience of these skills*</p>
<p>14. Equal Employment Opportunity - Please note that providing this information is voluntary, any information you provide will remain confidential and will only be used for the gathering of statistical data.</p> <p>Are you Male or Female?</p> <p>a. Male</p> <p>b. Female</p>
<p>15. Do you identify as Aboriginal or Torres Strait Islander?</p> <p>a. Yes</p> <p>b. No</p>
<p>16. Is English the primary language spoken at home?</p> <p>a. Yes</p> <p>b. No</p>

17. Do you have a disability?

a. Yes

b. No

18. If you answered Yes to the question above, please state what support or assistance you may require in order to help through the recruitment process.

19. Have you ever been a serving full-time member of the Australian Defence Force, or a reservist on continuous full-time service?

a. Yes

b. No