

General Information for the Position of

Administration Officer Health &

Development Services

Further Information can be obtained from:

Gary Woodman, General Manager
(02) 6847 6600

115 Dubbo Street,
(P.O. Box 6)
WARREN NSW 2824
hr@warren.nsw.gov.au

Phone: (02) 6847 6600

SCHEDULE 1

ADVERTISEMENT FOR THE POSITION

*Administration Officer Health &
Development Services*

POSITION VACANT

Administration Officer Health & Development Services

Applications are invited for the position of Administration Officer Health & Development Services, within the Warren Shire Council.

We are seeking a highly organised and motivated Administration Officer to provide administrative support across a range of Health and Development Services. This role supports the effective operation of the Cemetery, the Ewenmar Waste Depot, the Pool and Sporting Complex, ensuring high-quality service delivery to the community. The successful applicant will be experienced in general office duties, have outstanding customer service skills, be competent in the use of computers, and have a Class C motor vehicle licence. The successful applicant will be subject to a pre-employment medical assessment prior to confirmation of employment.

Employment Conditions

Conditions of employment are in accordance with the Local Government (State) Award, and Council's Salary System within Operational Band 2, Level 1, with the current salary range between \$1237.70 to \$1435.73 depending on knowledge and experience.
Superannuation 12%.

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 be addressed to the General Manager and include your Resume and the completed 'Employment Application Form' from the Information Package, along with two (2) recent work related 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 Gary Woodman, General Manager on (02) 6847 6600.

Warren Shire Council recognises the skills and attributes of Veterans and welcomes applications from ex-service personnel.

Council is an Equal Employment Opportunity employer.

SCHEDULE 2

POSITION DESCRIPTION

*Administration Officer Health &
Development Services*

Position Description

Position Title: Administration Officer Health & Development Services

Department: Health & Development 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: Manager Health & Development Services

Immediate Supervisor: Manager Health & Development Services

Position Objectives:

The position of Administration Officer Health & Development Services is responsible for the provision of efficient and effective clerical and word processing services and administrative support to both the Health and Development Services and Administration Department Staff.

Licences, Qualifications and Experience:

Essential:

- Higher School Certificate
 - 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
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- Have a good understanding of Office procedures, confidentiality, works programs and ability to work as a team
- Have excellent customer and staff relationship
- Class C Motor Vehicle Driver's Licence

Desirable:

- Hold administrative qualifications at certificate 4 or better.
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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 Health and Development 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 Manager Health and Development Services and the Health and Development Services Department are provided with timely and accurate information and advice
 - Assist the Manager Health and Development Services to ensure the effective and efficient use of resources in achieving organisational goals
 - Record minutes of meetings between Council's Health and Development 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.
 - 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 Health and Development Services Department Staff
 - Preparation and arrangement of advertisements, letters, memoranda and other Correspondence
 - Typing, word processing, spreadsheet and database entering for the Health and Development Services Department Staff and other sections as required
 - Operation of telephones, facsimile and taking of messages and making appointments for Health and Development Services Department Staff
 - Monthly remittances within Health and Development Department
 - Arrangement of conference venues, accommodation and travelling for courses, seminars and conferences held at Warren and away which are attended by Health and Development Services Department Staff
 - Undertake cemetery bookings, make cemetery arrangements and assist families to book grave sites, ash placements and memorial plaques.
 - Provide support and assistance for daily running of the following areas -
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- Development control
- Building Services
- Property Management
- Health Services
- Animal control including Dog and Stock Impounding (acts, fees and regulations)
- Waste Management including Contractors
- Recycling
- Public services; pool, library, Information Centre, Sporting Facilities
- Tourism and Promotions
- Strategic planning functions
- Statutory planning functions including Section 10.7 (2) and (5) Certificates plus sewerage diagrams
- Cemetery management including rights of burial and purchase of monuments
- Other functions necessary for the smooth operation of the Department
- Carry out other duties as required by the Manager Health and Development Services
- Coordinate and run daily catch up sessions with Health and Development 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
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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 Manager Health & Development 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
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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.

	Skilled Obtained		Comments
	Yes	No	
Grade 1			
Class C Driver's Licence	<input type="checkbox"/>	<input type="checkbox"/>	
Proof that Introduction to New Staff has been read	<input type="checkbox"/>	<input type="checkbox"/>	
Proficiency in telephone/facsimile machines/photocopiers/ /other office equipment	<input type="checkbox"/>	<input type="checkbox"/>	
Understanding of Work Health and Safety & Risk Management	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to communicate with the public	<input type="checkbox"/>	<input type="checkbox"/>	
Proven word processing skills	<input type="checkbox"/>	<input type="checkbox"/>	
Proven literacy/grammatical skills	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to work to pre-determined deadlines	<input type="checkbox"/>	<input type="checkbox"/>	
Understanding of meeting procedure	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrated ability to communicate with other staff	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to prepare meeting agenda	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to prepare basic reports, advertisements, memos, letters	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to maintain all records accurately, concisely and ensure the details are easily retrievable	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to maintain, prepare and amend standard forms	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to undertake receptionist duties	<input type="checkbox"/>	<input type="checkbox"/>	
Basic knowledge of spreadsheets	<input type="checkbox"/>	<input type="checkbox"/>	
Understanding of the Privacy & Personal Information Act	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to prepare and arrange publication of advertisements	<input type="checkbox"/>	<input type="checkbox"/>	
Knowledge of Anti-Discrimination Act & EEO Act	<input type="checkbox"/>	<input type="checkbox"/>	
Understand Cemetery records, bookings, burial requirements and memorial requests as per council policies.	<input type="checkbox"/>	<input type="checkbox"/>	
Grade 2			
Demonstrated ability to co-operate and work as a team	<input type="checkbox"/>	<input type="checkbox"/>	
Working knowledge of ordering procedures	<input type="checkbox"/>	<input type="checkbox"/>	
Prepare and submit reports on work status	<input type="checkbox"/>	<input type="checkbox"/>	
Sound knowledge of Work Health and Safety and Risk Management	<input type="checkbox"/>	<input type="checkbox"/>	

	Skilled Obtained		Comments
	Yes	No	
<u>Grade 2 Continued</u>			
Prepare reports at an acceptable standard	<input type="checkbox"/>	<input type="checkbox"/>	
Communicate effectively with operational personnel, supervisors, and members of the public to ensure proper understanding.	<input type="checkbox"/>	<input type="checkbox"/>	
Working knowledge of meeting procedures	<input type="checkbox"/>	<input type="checkbox"/>	
Working knowledge of Council's policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to organise conference bookings	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to proof read written material	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to screen incoming calls and enquiries	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to administer, monitor and schedule the staff and Manager's diary	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to prioritise workload	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to prepare and collate the staff and Manager's Reports for Council and Committee Business Papers	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to interpret Council's Fees and Charges	<input type="checkbox"/>	<input type="checkbox"/>	
Proven database skills	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrated ability to work unsupervised	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to record minutes	<input type="checkbox"/>	<input type="checkbox"/>	
Knowledge & Understanding of Council's Records Management and Procedure Manual	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Grade 3</u>			
Train staff one on one	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to prepare and collate the complete Council Business Paper	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to participate in staff recruitment	<input type="checkbox"/>	<input type="checkbox"/>	
Certificate III in Business Administration (or 3 years relevant industry experience)	<input type="checkbox"/>	<input type="checkbox"/>	
Proficient in desktop publishing	<input type="checkbox"/>	<input type="checkbox"/>	
Sound knowledge of databases	<input type="checkbox"/>	<input type="checkbox"/>	
Working knowledge of one other secretarial work area	<input type="checkbox"/>	<input type="checkbox"/>	
Develop & Maintain Procedures for your relevant section	<input type="checkbox"/>	<input type="checkbox"/>	
Prepare project folders for identified budget projects.	<input type="checkbox"/>	<input type="checkbox"/>	

	Skilled Obtained		Comments
	Yes	No	
<u>Grade 3 Continued</u>			
Update Council's web page	<input type="checkbox"/>	<input type="checkbox"/>	
Prepare for managers, Interview packages/performance reviews	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Grade 4</u>			
Set standards of performance quality, quantity and time to improve Health & Development customer focus and staff resourcing needs.	<input type="checkbox"/>	<input type="checkbox"/>	
Apply initiative and judgement to accommodate changing work conditions	<input type="checkbox"/>	<input type="checkbox"/>	
Working knowledge of at least two other secretarial work areas	<input type="checkbox"/>	<input type="checkbox"/>	
Basic understanding of Building, Health and Planning Legislation	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to co-ordinate and source new tourism products and services	<input type="checkbox"/>	<input type="checkbox"/>	
Understanding of Council's Road & Bridge Network	<input type="checkbox"/>	<input type="checkbox"/>	
Advanced word processing	<input type="checkbox"/>	<input type="checkbox"/>	
Advanced Excel spreadsheet processing	<input type="checkbox"/>	<input type="checkbox"/>	
Advanced Database Skills	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Grade 5</u>			
Ability to prepare complicated reports	<input type="checkbox"/>	<input type="checkbox"/>	
Sound Communication Skills in Dealing with Councillors and the Public	<input type="checkbox"/>	<input type="checkbox"/>	
Certificate IV in Business Administration (or other agreed relevant Certificate/Course or 7 years relevant experience	<input type="checkbox"/>	<input type="checkbox"/>	

SCHEDULE 3

EMPLOYMENT APPLICATION FORM

(Return this section with your Resume)

*Administration Officer Health &
Development 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? *

- 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. Have you had experience working in a team environment? *</p> <p>a. Yes</p> <p>b. No</p>
<p>11. If you answered Yes to the above question, please detail your experience including examples*</p>
<p>12. 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>13. 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>14. Do you identify as Aboriginal or Torres Strait Islander?</p> <p>a. Yes</p> <p>c. No</p>
<p>15. Is English the primary language spoken at home?</p> <p>a. Yes</p> <p>b. No</p>
<p>16. Have you had experience working in a team environment? *</p> <p>c. 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