



**POSITION DESCRIPTION**

**PART 1 – POSITION DETAILS**

<b>Position Title:</b>	Administration Support Officer (G & PS)
<b>Classification Level:</b>	QLGIA (Stream A) Award State, Division 2 – Section 1- Level 2 to Level 4
<b>Industrial Instruments:</b>	Torres Shire Council Certified Agreement 2019
<b>Date prepared/ Updated:</b>	December 2021
<b>Position Purpose:</b>	To perform various administrative tasks to ensure that the Council's governance and planning records are kept accurately and can be accessed easily.
<b>Reports To (Position Title):</b>	Regulatory Manager and Manager Business Services
<b>Roles Reporting to This:</b>	Nil
<b>Key Relationships / Interactions:</b>	<ul style="list-style-type: none"><li>• Members of the Public</li><li>• Other Council Staff both Internal and External</li></ul>
<b>Decision Making Authority:</b>	<p>The Chief Executive Officer, in accordance with the provisions of the <i>Local Government Act 2009</i>, will delegate authority to exercise such powers, delegations and judgements as determined necessary from time to time to enable the effective fulfilment of the requirements of the position.</p> <ul style="list-style-type: none"><li>• The position is accountable to the Director, Governance and Planning Services.</li></ul>

**PART 2 – KEY RESPONSIBILITIES**

Key Result Area	Major Tasks
<b>Job Specific Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Provide administration duties within the Governance and Planning Services directorate as directed;</li> <li>2. Immediately respond to customer needs or concerns to ensure the highest standard of service;</li> <li>3. Provide administrative support in the preparation of applications and submissions to Grant and Subsidy funding;</li> <li>4. Administrator of WHISPIR system. (Disaster Management)</li> <li>5. Minute taker at various meetings (Disaster Management, Engineering)</li> <li>6. Organising travel (Vet, Consultants, Contractors and Staff)</li> <li>7. To provide administrative support to various positions within Council.</li> <li>8. Relieve and assist other Council staff as required.</li> <li>9. Undertake other suitable work duties as directed by the Chief Executive Officer or delegate.</li> </ol>
<b>Supervisory Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Nil</li> </ol>
<b>Communication &amp; Interpersonal Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Create a welcoming atmosphere by engaging all people in a friendly and approachable manner.</li> <li>2. Work as part of a team and show professionalism.</li> <li>3. Punctual in both attendance at work and staff meetings.</li> <li>4. Maintain high standards of presentation and personal grooming.</li> <li>5. Comply with Council's Code of Conduct.</li> </ol>
<b>Legislative Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Corporate recordkeeping is the responsibility of all staff. This position is required to comply with the Councils 'Corporate Recordkeeping' Policy and associated procedures.</li> <li>2. Observe Council's policies and procedures to ensure compliance with all relevant legislation, including but limited to: <i>Local Government Act 2009</i> <ul style="list-style-type: none"> <li>• <i>Local Government Act 2009</i></li> <li>• <i>Local Government Regulations 2012</i></li> <li>• <i>Human Rights Act 2019 (QLD);</i></li> <li>• <i>Public Sector Ethics Act 1994;</i></li> <li>• <i>Industrial Relations Act 2016</i></li> <li>• <i>Workplace Health and Safety Act 2011;</i></li> <li>• <i>Workplace Health and Safety Regulation 2011;</i></li> <li>• <i>Workers Compensation and Rehabilitation Act 2003</i></li> <li>• <i>QLD Crime and Corruption Act 2001</i></li> <li>• <i>Commonwealth Disability Discrimination Act 1992;</i></li> <li>• <i>Commonwealth Age Discrimination Act 2004;</i></li> <li>• <i>Commonwealth Racial Discrimination Act 1975</i></li> <li>• <i>Commonwealth Sex Discrimination Act 1984</i></li> <li>• <i>Environmental Protection Act 1994;</i></li> <li>• <i>Environmental Protection Regulation 1998;</i></li> <li>• <i>Equal Opportunity in Public Employment Act 1992;</i></li> <li>• <i>Anti-Discrimination Act 1991;</i></li> <li>• <i>The Public Records Act 2002;</i></li> <li>• <i>Public Interest Disclosure Act 2010.</i></li> </ul> </li> </ol>



<b>Workplace Health and Safety Responsibilities</b>	The employee will assist in ensuring the work environment complies with the Workplace Health & Safety Act, Regulations, Codes of Practice and Council's Safe Plan system, Safe Work statements, Policies and Procedures. Complies with instructions given by his or her Manager and / or Supervisor. Adhere to the workplace health and safety legislation in reporting all accidents and potential hazards in a timely manner.
<b>Confidentiality and Privacy</b>	<ol style="list-style-type: none"> <li>1. Keep all confidential information, whether written or verbal, as well as any intellectual property developed, utilised or otherwise gained by the employee in the course of employment, completely confidential, even after completion of employment.</li> <li>2. Ensure compliance with: <ul style="list-style-type: none"> <li>• <i>Right to Information Act 2009</i></li> <li>• <i>Information Privacy Act 2009</i></li> </ul> </li> </ol>

**PART 3 – PERSON SPECIFICATION**

<b>Qualifications &amp; Experience</b>
<ol style="list-style-type: none"> <li>1. Certificate III in Business Administration or Local Government;</li> <li>2. Experience in using initiative and working successfully with others and autonomously;</li> <li>3. Experience working in a compliance and local laws environment, the successful candidate will be provided with a function-specific technical induction;</li> <li>4. Given the array of functions undertaken in the team, the successful candidate must be able to multitask as at any one time they will have to assist with animal management, environmental health, planning enquiries and such other administrative duties relevant to a compliance and regulatory workload;</li> <li>5. Because much of the work is system and processes driven, the successful candidate must be able to exercise good reasoning and problem-solving skills;</li> <li>6. The successful candidate must be able to complete tasks within tight timeframes;</li> <li>7. The successful candidate must be able communicate professionally, calmly and effectively with the public, especially when dealing with sensitive matters such as public complaints or a distraught member of the public;</li> <li>8. Experience in using initiative and working successfully with others</li> </ol>
<b>Technical Skills &amp; Abilities</b>
<ol style="list-style-type: none"> <li>1. Mature, positive attitude, high level interpersonal skills and ability to interact positively with customers and team members</li> <li>1. Aptitude and ability in providing administrative support.</li> <li>2. Ability to work productively with other staff to achieve objectives.</li> <li>3. Good level of verbal &amp; written communication skills.</li> <li>4. Ability to deal effectively with customers via the phone, face to face and/or other electronic medium.</li> <li>5. Good numeracy and literacy skills.</li> <li>6. Knowledge of Ailan Kastom &amp; traditional languages</li> <li>7. Ability to use initiative and flexibility when resolving issues relating to tasks</li> <li>8. Intermediate computing skills with demonstrated ability to learn new applications and effectively use established ones.</li> <li>9. Sound keyboard skills with a high level of accuracy</li> </ol>



**PART 4 – SELECTION CRITERIA**

**Essential Skills, Experience & Qualifications**

1. Demonstrated minimum 2 years' experience in a similar role (desirable);
2. Demonstrated ability to complete tasks within tight timeframes;
3. Demonstrated organisational and communication skills;