



## Bouliā Shire Council POSITION DESCRIPTION

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| <p><b>POSITION TITLE:</b> Administration Officer, Works</p> <p><b>DIRECTORATE:</b> Works and Operations</p> <p><b>DEPARTMENT:</b> Works and Operations</p> <p><b>POSITION NO:</b></p> | <p><b>LEVEL CLASSIFICATION:</b> Level 2</p> <p><b>AWARD and STREAM:</b> Queensland Local Government Industry Award (Stream A) State 2017</p> <p><b>REPORTS TO:</b> Director, Works and Operations</p> <p><b>LAST REVIEW DATE:</b> 24/6/2020</p> |
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### As an organisation, we value

**Professionalism:** We will display accountability, openness, transparency and integrity.

**Continuous improvement:** All aspects of the organisation's operations are encouraged through a progressive and creative approach.

**Excellence:** The manner in which we approach all aspects of the business, the highest possible outcome will be achieved.

**Procedural consistency:** There is a consistent approach to the way in which Council conducts its business across the region.

**Customer focus:** We identify and meet the needs of all customers in a responsive and equitable manner.

**Team work and coordination:** We work together to achieve a common goal

**Safety and well-being:** We are all committed to working safely and caring for each other's well-being.

### DEPARTMENT SUMMARY

The Directorate of Works and Operations is a multi-faceted structure including Local Government compliance, Shire infrastructure, community responsibilities (identifying and implementing infrastructure and maintenance strategies for long-term sustainability) and Shire Council corporate deliverables (planning for, and meeting the deliverables against the corporate and operational plans).

The Director of Works and Operations is responsible for leadership and management of human resources (Council Staff and External Contractors); and the acquisition, maintenance of physical resources, project management; all aspects of road construction and maintenance including budgets and identification of external funding opportunities for roads and infrastructure.

## **POSITION SUMMARY**

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This role supports the Director of Works and Operations in all administrative aspects including administrative support to other Subsidiary Managers/Foreman.

The Incumbent will contribute to an effective team environment which focuses on results, and achieves service excellence.

This position acts within statutory regulations and established procedures, with freedom to exercise initiative and judgement within delegated authority.

## **DUTIES AND RESPONSIBILITIES: CORPORATE RESPONSIBILITIES**

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### **CODE OF CONDUCT**

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1. Compliance with Council's Code of Conduct, Management Directives and policies and procedures, ensuring that behaviour and conduct;
  - a) is in line with the expectations of Council as specified in the Code of Conduct, and
  - b) decisions are made based on the principles of sound ethics and judgement.
2. Act at all times in line with the Principles as outlined in Council's Code of Conduct. Specifically;
  - a) Integrity and Impartiality
  - b) Promoting the Public Good
  - c) Commitment to the system of government
  - d) Accountability and transparency

### **CONFLICT OF INTEREST**

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- a) Employees of Council have specific obligations relating to conflict of interest and where there may be a conflict of interest with Council activities or there may be a detrimental effect on the performance of the employee, other employment or contracts will not be undertaken without prior written approval from the Chief Executive Officer.
- b) Boulia Shire Council and the employee are in, or are entering into, an employment relationship whereby the employee may gain access to confidential information and other valuable and protectable information of the Boulia Shire Council.
- c) The Employee agrees to deal with Confidential Information in accordance with the Terms of the Boulia Shire Council's Employee Deed of Confidentiality.

### **CONFIDENTIALITY AGREEMENT**

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- a) Staff should make themselves aware of the basic provisions of the various Acts, regulations, local laws, policies, delegations and protocols that relate to Council, as applicable to their position.
- b) Staff will refrain from engaging in behaviour that is improper, disgraceful or unbecoming, or shows unfitness to continue as an employee.
- c) Staff must give their undivided attention to their work during working hours, not engage in activities which make them unavailable when needed, and not engage in activities which are in any way in conflict with Council interests.
- d) Staff must recognise that their employment relationship is one of confidence and trust, and not disclose confidential and private information gained in the course of their work.

## **PUBLIC SECTOR ETHICS**

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Council is required to prepare a Code of Conduct for their organisation under the provision of the Public Sector Ethics Act 1994.

The code is based on five ethical principles:

- Respect for the law and the system of government
- Integrity
- Respect for others
- Economy and efficiency
- Diligence

Staff members are asked to become familiar with the basic principles outlined in the Boulia Shire Council's Code of Conduct, and what type of behaviour will be tolerated within the work environment.

In the Council being a public sector organisation, employees are expected to work in accordance with the Public Sector Ethics ie the principles and standards of conduct expected of staff members during their day to day employment.

## **GENERAL INFORMATION: POSITION DETAILS**

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This position is located at the Boulia Shire Council's Works Depot, Herbert Street, Boulia.

The primary function of this position will be to provide administrative support to Director of Works and Operations, and when required, Subsidiary Managers / Foremen Senior Staff from various work areas within Boulia Shire Council's Directorate of Works and Engineering's responsibilities.

General features of this position require the application of knowledge and skills, which are gained through training and experience.

The nature of the work will require the position holder to demonstrate professionalism and ethical conduct at all times.

Although due care has been taken to consider all aspects of the Administration Officer, Depot's role, Council acknowledges that situations, circumstances or issues may arise outside the scope of the Position Description.

In any instance where details are not adequately defined or addressed within the Position Description, the Officer will consult with the Director of Works and Engineering to achieve an official determination.

## **POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES**

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- Provide administrative and clerical support to the Director of Works and Operations and Subsidiary Managers/Foreman;
- Preparation and maintenance of records for Department of Transport and Main Roads related works (eg: Checklists, Traffic Management Plans, Construction Plans, tender documents);
- Assist relevant Supervisor in developing, completing and distributing documents such as works programs, and road condition reports, etc
- Act in a Liaison Officer's role between Directorate and Finance on administration of works programs eg account queries, job cost numbers for new works programs and/or projects;
- Assist supervisors with purchasing requirements including, but not limited to: requisitions, and purchase orders in line with Boulia Shire Council's Purchasing Policy and procedures;

- Create and distribute documents including word processing, photocopying reports and documents for Director of Works and Operations and Subsidiary Managers/Foreman as directed eg Monthly reports for Council Meetings;
- Preparation of the training room for meetings, training; and the planning, organising and facilitating of any other functions as directed;
- Prepare, co-ordinate and distribute information for meetings; including SES and Disaster Management
- Prepare advertisements and public notices for authorisation and distribution;
- Assist Depot Foremen with the reporting of Metro Counter Traffic counter readings and the development of associated statistical data reports;
- Assist Depot Foreman in the preparation of weekly timesheets and plant sheets to facilitate timely delivery to relevant officers;
- Maintain filing system, manual and electronic;
- Lone Worker – using monitoring equipment such as NAVMAN and distributing associated reports;
- Assist Work Health and Safety Officer with Drug and Alcohol testing;
- Initiate, compile and ensure accurate and timely submitting of day labour employees' timesheets with correct job number allocations;
- Co-ordinate plant and equipment servicing and maintain and update plant service records in Synergy Soft/ Navman
- Carrying out water testing when required
- Preparation and collation of tender documents as required
- NHVR work diary review, collect and file in to council's electronic document management system.
- Record all cattle movements at the rodeo grounds with regard to organic cattle and maintain all licences and requirements associated with organic cattle spelling facility.
- Carry out other works depot organisation and stores operations as instructed by DWO;
- Other such relevant duties as required from time to time which would generally fall within the scope of this position as directed by Director of Works and Operations and the Chief Executive Officer.

## KEY COMPETENCIES

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- a) Excellent business communication including proficiency in both verbal and written formats
- b) Sound time management skills, and ability to prioritise and organise workload to meet timelines
- c) Highly developed computer skills including demonstrated experience with MS Office suite and electronic records management systems
- d) Ability to maintain Bouliia Shire Council's Website content relevant to the Works Department
- e) Confidentiality, tact and discretion when dealing with Elected Members of Council, staff, contractors and the public
- f) Previous Local Government experience is highly regarded
- g) Knowledge of the administrative procedures required for purchasing and procurement
- h) Ability to work autonomously and as part of a multi-disciplinary team in a changing environment;

## SELECTION CRITERIA

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- a) Demonstrated ability to perform Specific Accountabilities/Performance Objectives
- b) Demonstrated skills, knowledge and experience as outlined within the Position Description
- c) Physical and psychological ability to perform duties in accordance with Workplace Health and Safety Obligations

## EXPERIENCE / QUALIFICATIONS / LICENCES

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- a) Previous Administrative and/or Training Industry experience/s or discipline knowledge gained through experience, training or education.
- b) Formal Qualifications in Administration or lesser formal qualifications with a combination of experience, expertise and competence sufficient to perform the duties required at this level.
- c) Basic literacy and numeracy skills are applied for maintaining records (e.g. workshop servicing records, completing timesheets and other relevant documentation).
- d) In choosing the right person for this role we will consider what you have done previously – the knowledge, skills and experience you've built, and potential for development, and your personal qualities.
- e) Open "C" Class Driver's Licence.
- f) Construction Industry safety White Card.
- g) Current certification - 10275NAT Course in Workplace Drug Testing – (breath alcohol) and (oral fluid - saliva) highly regarded.

## PROFESSIONAL DEVELOPMENT

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- a) Undertake continuous refresher training to maintain/enhance and/or develop qualifications, skills and knowledge applicable to the role.
- b) The position holder may be encouraged to attend workshops and seminars relevant to the position e.g. Council's business system, and Work Health and Safety.

## WORK HEALTH AND SAFETY OBLIGATIONS

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- a) All employees have a legal obligation to comply with statutory and the Boulia Shire Council's WHS Management System, WHS policies, procedures and work instructions.
- b) These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

### Duties of workers while at work, a worker must:

- a) Take reasonable care of his or her own health and safety,
- b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by Boulia Shire Council to allow the person to comply with the Work Health and Safety Act; and
- d) co-operate with any reasonable policy or procedure of Boulia Shire Council relating to health or safety at the workplace that has been notified to workers.

## EQUIPMENT OPERATED

- a) Computer
- b) Telephone
- c) Photocopier (Document Centre)
- d) Fax
- e) NAVMAN
- f) Motor Vehicle

## PHYSICAL DEMAND CATEGORY

|                       |  |
|-----------------------|--|
| <b>SEDENTARY WORK</b> | <i>Refer: Code of Practice 2011</i>                                |
| <b>Light Duty</b>     | Frequent lifting / carrying of objects weighing up to 5kgs. Medium |
| <b>Work</b>           | Frequent lifting / carrying of objects weighing up to 10kgs.       |
| <b>Heavy Work</b>     | Frequent lifting / carrying of objects not exceeding 25kgs         |

| SPECIFIC ACTIONS REQUIRED           |            |                                     |            |                                     |            |
|-------------------------------------|------------|-------------------------------------|------------|-------------------------------------|------------|
| <i>This job may include:</i>        |            |                                     |            |                                     |            |
| Standing/Walking                    |            | Sitting                             |            | Driving                             |            |
| <input type="checkbox"/>            | None       | <input type="checkbox"/>            | None       | <input type="checkbox"/>            | None       |
| <input checked="" type="checkbox"/> | Occasional | <input type="checkbox"/>            | Occasional | <input checked="" type="checkbox"/> | Occasional |
| <input type="checkbox"/>            | 1 - 4 Hrs  | <input type="checkbox"/>            | 1 - 4 Hrs  | <input type="checkbox"/>            | 1 - 4 Hr   |
| <input type="checkbox"/>            | 4 - 6 Hrs  | <input checked="" type="checkbox"/> | 4 - 6 Hrs  | <input type="checkbox"/>            | 4 - 6 Hrs  |
| <input type="checkbox"/>            | 6 - 8 Hrs  | <input type="checkbox"/>            | 6 - 8 Hrs  | <input type="checkbox"/>            | 6 - 8 Hrs  |

| REPETITIVE MOTIONS |                                     |
|--------------------|-------------------------------------|
| Simple Grasping    | <input checked="" type="checkbox"/> |
| Fine Manipulation  | <input checked="" type="checkbox"/> |
| Pushing / Pulling  | <input type="checkbox"/>            |
| Finger Dexterity   | <input checked="" type="checkbox"/> |
| Foot Movement      | <input type="checkbox"/>            |

| THIS JOB WILL REQUIRE: |                          |                                     |                          |
|------------------------|--------------------------|-------------------------------------|--------------------------|
| MANOEUVRE              | FREQUENT                 | OCCASIONAL                          | NONE                     |
| Bending                | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Squatting              | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Climbing               | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Twisting               | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Reaching               | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| WORK ENVIRONMENT |   |  |
|------------------|---|--|
| <i>Attribute</i> | <input type="checkbox"/> Yes            | <input type="checkbox"/> No            |
| Chemicals        | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Cold             | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Dampness         | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Fumes / Gases    | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Heat / Humidity  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Heights          | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Noises           | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

| AUDIO-VISUAL DEMANDS  |                                     |
|-----------------------|-------------------------------------|
| Depth Perception      | <input checked="" type="checkbox"/> |
| Colour Discrimination | <input checked="" type="checkbox"/> |
| Peripheral Vision     | <input checked="" type="checkbox"/> |
| Hearing               | <input checked="" type="checkbox"/> |

| PLANT OPERATION               |
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| maximum seat rating of 120kgs |

## GENERAL OBLIGATIONS

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1. This is a description of the job as it is at presently constituted. It is the practice of this organisation periodically to examine employees' job descriptions; and to update these to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with supervisors and may involve a representative of Human Resources. You will, therefore, be expected to participate fully in such discussions. It is the organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document, it is understood that employment is with Bouliia Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster or significant organisational crisis.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
5. Failure to maintain any licence or certificates, which are a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring said licence/certificate.
6. Promote the Shire in a positive manner at all times when dealing with external contacts.
7. Promote and encourage continuous improvement strategies for the delivery of accurate and timely Council governance documentation.
8. Demonstrated commitment to work outside of normal business hours on those occasions required by the Director of Works and Operations.

## CERTIFICATION

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The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

**Prepared by:** Human Resources – Administration Officer

**Reviewed by:** Director, Works and Operations

**Approved by:** Chief Executive Officer

**Signature:**



**Date:** 24/6/2020

| DEVELOPMENT/<br>REVIEW DATE | VERSION   | PREPARED<br>BY | REVIEWING<br>OFFICER | DATE       | APPROVING<br>OFFICER | DATE     |
|-----------------------------|-----------|----------------|----------------------|------------|----------------------|----------|
| 17.08.2018                  | Draft 1.0 | HR             | .....                | .....      | CEO                  | draft    |
| 20.08.2018                  | Draft 2.0 | HR             | DWO                  |            | CEO                  | draft    |
| 23.09.2019                  | Final     | HR/DWO         | HR/DWO/CEO           | 23.09.2019 | CEO                  | Final V1 |
| 24/6/2020                   | Final     | HR/DWO         | HR/DWO/CEO           | 24/6/2020  | CEO                  | Final V2 |