

POSITION VACANT - SUPERVISOR ADMINISTRATION SERVICES

POSITION TITLE:	Supervisor Administration Services	REVIEW DATE:	5/6/2026
DIRECTORATE:	Corporate & Financial Services	HOURS:	72.5 hours f/n
DEPARTMENT:	Corporate & Financial Services	CLASSIFICATION:	Level 5.1
LOCATION:	Administration Office	BASIS:	Full Time
REPORTS TO:	Director of Corporate & Financial Services		
AWARD:	Qld Local Government Industry (Stream A) Award – State 2017		
AGREEMENT:	Boulia Shire Council Certified Agreement 2024-2027		
CLOSING DATE:	26 th June 2026 (Advertised date 8/6/2026)		

The purpose of the Supervisor of Administration Services is to be responsible for the functions of the administrative team. This role leads the team to deliver the management & operation of office-wide business information processes & reporting requirements whilst delivering business outcomes.

Team Oriented

Focus on actions that foster team spirit, maintain cooperation and productive relationships.

Effective communication:

Ability to express both verbally and in written form.

Commitment to customer service:

Identify, respond and satisfy the needs of current and potential customers.

Result and improvement oriented

Actions that focus on achieving results and add value to the customer organisation.

Effective problem solving and decision making

Ability to weigh all facts and circumstances and use rational thinking in reaching conclusions.

KEY COMPETENCIES

- Experience, desire & ability to support/train staff in various aspects of council administration & relevant legislation
- Demonstrated ability to perform specific accountabilities/performance objectives as outlined in the position description
- Experience, qualifications and licences as outlined in the position description
- Demonstrated highly developed communication skills (written & verbal)
- Demonstrated ability to work with limited direction from senior staff
- Demonstrated ability to implement, manage and monitor new projects and ensure compliance with policies, procedures & standards
- Demonstrated effective time management & organisational abilities,
- Current knowledge & experience in local government
- Ability to acquire knowledge in Local Government Act 2009 & Local Government Regulations 2012, Qld Public Records Act 2023 & council's associated business ethics, policies and procedures
- Pro-active Leadership & supervisory skills
- Physical & psychological ability to perform duties in accordance with Workplace Health & Safety obligations

A comprehensive position description is available on our website or upon request. If you require further information, please contact hr@boulia.qld.gov.au. To apply, please submit your resume and responses to key competencies and provide any additional relevant information to wtf@boulia.qld.gov.au.