



Shire of Leonora

Our Vision:

"That the Shire of Leonora is a proactive, sustainable, safe, friendly, and prosperous place to be."

POSITION DESCRIPTION

POSITION TITLE:	Technical Administration Officer
DIVISION:	Works & Services
EMPLOYMENT TYPE:	Full time
AWARD/AGREEMENT:	Local Government Officers' (Western Australia) Award 2021 Level 3 – 4 (dependent upon applicant experience/qualification)

POSITION OBJECTIVES:

- Provide administrative support to the Manager of Works and Services
- Assist the Manager in achieving the Shire of Leonora Works and Services, Service Plan

EXTENT OF AUTHORITY:

- Reports directly to the Manager of Works and Services
- Within the scope of delegated authority

ORGANISATIONAL RELATIONSHIPS

Position reports to: Manager of Works & Services

Supervision of: nil

Internal Liaison: Managers and Staff

External Liaison: Consultants and Contractors
Suppliers
General Public

KEY DUTIES/RESPONSIBILITIES

Under the direction of the Manager of Works and Services or Works Supervisor, key duties will include:

- Provide ongoing administration support to the Manager of Works and Services
- Assist stakeholders, including the general public and internal staff, with general enquiries
- Assisting Manager of Works and Services in ensuring the Shire's purchasing and other finance policies are adhered to.

- Maintain databases including finance, asset maintenance, roads maintenance, and others as required
- Assist Manager of Works and Services with managing projects and tasks
- Provide administrative support to the Manager of Works and Services and the CEO in relation to the Shire's involvement with the Regional Road Group
- Obtain competitive quotations for projects, parts, and supplies in accordance with the Shire's procurement policy
- Ensure all Work Health and Safety procedures are adhered to
- Perform other tasks as required

CAPABILITY REQUIREMENTS

Knowledge and Skills

- Demonstrated ability to work as part of a team and participate positively in workplace change
- Intermediate computer skills, including Microsoft Office applications
- Demonstrated ability to self-manage, plan, and achieve performance outputs
- Developed written and oral communication skills
- Understanding of government processes and policies.

Qualifications/training

- Current C class drivers' licence (essential)

KEY SELECTION CRITERIA

Selection will be based on the applicant's ability to demonstrate that they can meet the skills, knowledge, qualifications, and experience criteria listed below and contained in the Position Objectives.

The following criteria are considered highly desirable for the full functioning of the position:

- Demonstrated ability to self-manage, plan, and achieve performance outputs
- Demonstrated ability to work as part of a team and participate positively in workplace change
- Sound understanding of following procedural requirements within delegated levels of authority
- Intermediate written and oral communication skills
- National Police Certificate (not older than 3 months)

WORK SAFETY & HEALTH RESPONSIBILITIES

Work Health and Safety, Injury Management, Equal Employment Opportunity & Diversity policies and protocols

- Adhere to defined work health and safety policies, protocols and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace
- Promote safe work practices within the Works' team, encouraging communication and continuous improvement
- Take reasonable care for your own health and safety and those who may be impacted by your activities, acts or omissions
- Comply with all reasonable instructions given in the interest of health and safety
- Use all protective equipment and clothing provided in accordance with the manner they have been instructed to be used
- Ensure that all accidents, incidents and hazards are reported and documented
- Show initiative in establishing better practice methods for safe work practices

GENERAL INFORMATION

This position description is indicative of the type of duties to be undertaken, and the employee accepts that the organisation may require the employee to carry out other duties which are within the employee's skill and competence.

In addition, due to the nature of work with this position and need for timeframes to be met, it is essential that the incumbent is flexible in being able to work when required, including attendance at non-business hours meetings, workshops and the like.

Position Acknowledgement and Acceptance:

T Matson		
_____	_____	_____
Chief Executive Officer	Signature	Date
_____	_____	_____
Position Holder	Signature	Date

This position description will be reviewed annually as part of the annual performance appraisal process.

Position Description: Technical Administration Officer