## Moyne Shire Council

# Position Description

**POSITION:** Office Administration Traineeship (CGS)

**NAME:** Vacant

**TENURE:** Full-Time Traineeship

**DIRECTORATE:** Corporate and Governance Services

**AWARD:** Local Government Industry Award 2010

**CLASSIFICATION:** National Training Wage Level A

**DATE APPROVED: November 2024**

**APPROVED BY:** Chief Executive Officer

**1. POSITION OBJECTIVE**

Support the Corporate & Governance Services Directorate in undertaking a range of administrative activities in support of multiple departments including People and Culture, Payroll, Information Services, Finance and Governance.

**2. KEY POSITION RESPONSIBILITIES AND DUTIES**

* Undertake activities described in the Information Services’ Manual including the ordering office stationery, letterheads and envelopes, and maintain Council’s stationery supplies.
* General administrative tasks as requested by coordinators for each department mentioned above.
* Organise supply of Salto keys, name tags, lanyards and business cards for employees
* Daily collection and delivery of Australia Post mail; collection of assorted newspapers
* Assist the People & Culture department with the maintenance of Performance Appraisal records and updating qualifications as required.

**3. ORGANISATIONAL RELATIONSHIPS**

 **Reports to:** Manager People & Culture

 **Supervises:** Nil

 **Internal Liaisons:** All Moyne Shire Council employees

 **External Liaisons:** Not applicable

**4. ORGANISATIONAL RESPONSIBILITIES**

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| **Responsibility** | **Demonstrated By** |
| **a) Customer Service**  | * Provide timely and professional service to internal customers in accordance with Council’s Customer Service Charter, including:-
	+ Providing informed and professional guidance and advice
	+ Listening to and understanding customer needs
	+ Ensuring the public image and reputation of Council as a service provider is maintained in the highest integrity.
	+ Ensuring accurate and complete provision of information
	+ Displaying a “can do” attitude.
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| **b) Work Environment** | * Adherence to Council policies and procedures at all times.
* **Asset Management**
	+ Be aware of and apply the principles of Asset Management
	+ Have an understanding of how the tasks within this PD can improve the Council’s long-term asset management.
	+ Be proactive in reporting Asset Management issues or circumstances that will assist the organisation
* **Occupational Health and Safety (OHS)**
	+ Comply with OHS policies, procedures and requirements.
	+ Work safely and not place the health and safety of other workers, or the public at risk.
	+ Actively contribute to the hazard identification process.
	+ Encourage other employees and contractors to consider safety factors within the working environment.
* **Records Management**
	+ Ensure all business related incoming and outgoing correspondence, including email, is registered electronically into EDRMS.
	+ Ensure all incoming hard copy business related mail is forwarded to Information Services for scanning and registration.
* **Multi-Skilling**
	+ Adhere to Part B of the Enterprise Agreement, where an employee may be directed by the employer to carry out such duties that are within the limits of the employee's skill.
* **Emergency Response**
	+ Supporting Council’s response in time of Emergencies, including contributing to Council’s relief and recovery efforts as required.
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| **c) Diversity** | * Support and promote environments and services free from discrimination, harassment, bullying, violence and victimisation.
* Take actions and display behaviours that promote inclusion, accessibility, and celebrate diversity.
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| 1. **Continuous Improvement**
 | * Continually monitor and review practices to identify opportunities to improve:
	+ Efficiency, effectiveness and elimination of waste,
	+ Quality of service provision,
	+ The customer focus of the organisation,
	+ The competitiveness of the organisation,
	+ The job satisfaction and career opportunities for employees,
	+ The involvement of employees in the decision-making processes of the organisation
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| 1. **Child Safety**
 | * Interact with children in an age-appropriate manner at all times, modelling appropriate and positive behaviour
* Promote the safety, welfare and wellbeing of children
* Report all disclosed, observed or suspected instances of child abuse and/or neglect.
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1. **ACCOUNTABILITY AND EXTENT OF AUTHORITY**
* Responsible for accurate input of information into all Council systems.
* Ability to undertake daily activities and meet timelines based on guidance provided
1. **JUDGMENT AND DECISION MAKING**
* Ability to make routine decisions about tasks being performed.
* Support internal customer requests, seeking support and guidance when required
* Determine information processing priorities and process, seeking support and guidance when required
* Maintain administrative functions and support according to directions
* Decisions of a non-routine nature must be referred to the appropriate Coordinator
1. **SPECIALIST SKILLS AND KNOWLEDGE**
* Ability to demonstrate organisational skills and interpersonal communication skills.
* Appreciation of confidentiality, tact and discretion.
* Ability to acquire and demonstrate an understanding of administrative processes/procedures.
* Aptitude to acquire a high level of computer skills and knowledge of relevant software applications including Council’s EDRMS.
1. **MANAGEMENT SKILLS**
* Ability to adapt to changing priorities and work within set timelines.
* Ability to learn time management, set priorities and to plan and organise tasks..
1. **INTERPERSONAL SKILLS**
* Ability to obtain and impart accurate information.
* Ability to work cohesively within a team environment.
* Ability to focus on customer service and satisfaction.
* Ability to communicate effectively with other staff/internal customers.
* Excellent written and verbal skills.
1. **QUALIFICATIONS AND EXPERIENCE**
* Computer and keyboard skills, with an understanding of MS Office software.
* Proven organisation skills with the ability to prioritise tasks and meet deadlines.
* Good communication skills, both written and verbal.
* An excellent attitude, with a desire to learn new systems and work in a busy team environment.
* A current drivers licence would be preferred, but not essential.

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| **Workplace Health and Safety:*** Follow Westvic Staffing Solutions’ and the Host Employer’s Workplace Health and Safety policies, procedures and workplace instructions
* Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health
* Correctly wear and maintain items of personal protective clothing and equipment that are provided
* Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work
* Report any incidents within the workplace to the Host Employer and Westvic Staffing Solutions without delay.
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| **Additional Information*** **Hours Per Week: 38hours per week**
* **Days per Week: Mon-Fri**
* **Award / Agreement: National Training Wage Level A**
* **Superannuation: 11.5%**
* **Commencement Hourly Rate: As per NTW Level A**
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| **Copy to: 🗌 Employee 🗌 Host Employer 🗌 Main File**  |

**Position Description Acknowledgement**

All parties have received, reviewed, and fully understand and accept the Position Description and the tasks and conditions included within.

**EMPLOYEE:**

Employee Name:

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

**HOST EMPLOYER:**

Host Employer Name:

Host Employer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

**WESTVIC STAFFING SOLUTIONS:**

Westvic Staffing Solutions Representative Name:

Westvic Staffing Solutions Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: