## 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. |
| **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. |
| **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. |
| 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 |
| 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. |

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. |
| **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** |
| **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: