



Moyne Shire Council

# Position Description

<b>POSITION:</b>	Office Administration Traineeship – Corporate Services
<b>NAME:</b>	VACANT
<b>TENURE:</b>	Full Time Traineeship
<b>DIRECTORATE:</b>	Community and Corporate Services
<b>UNIT:</b>	Organisational Development
<b>AWARD:</b>	Victorian Local Authorities Award 2001 and Moyne Shire Enterprise Agreement
<b>CLASSIFICATION:</b>	National Training Wage
<b>DATE APPROVED:</b>	November 2022
<b>APPROVED BY:</b>	Chief Executive Officer

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## 1. POSITION OBJECTIVE

Provide administrative support and perform a broad range of secretarial and administrative duties to the Community and Corporate Services Directorate, specifically the Organisational Development unit.

## 2. KEY POSITION RESPONSIBILITIES AND DUTIES

- Undertake word processing duties, including general correspondence, reports and meeting minutes.
- Order office stationery, letterhead and envelopes, and maintain adequate office supplies.
- Assist with the operation and input of data into the computer system.
- Provide photocopying, shredding and binding service as required.
- Answer incoming telephone calls and direct them to the appropriate person/service provider in a prompt and courteous manner.
- Ensure prompt dispatch of messages using Council's email system.

- Refer service requests and complex enquiries to the appropriate departments and officers concerned.
- Provide information to residents and visitors about the Shire's services activities, events and attractions.
- Assist with receipting on the computer-based cash receipting system as required.
- Relieve other staff as may be required from time to time
- Assist with processing/dispatch of incoming mail and outgoing correspondence as required.
- Relieve other staff as may be required from time to time.
- Daily collection and delivery of Australia Post mail
- Assist with archiving of documents
- Maintain Records reference library
- Assist People & Culture Coordinator, Risk Coordinator, Senior Payroll Officer and Finance department with administrative duties as required.

### 3. ORGANISATIONAL RELATIONSHIPS

**Reports to:** Manager Organisational Development

**Supervises:** Nil

**Internal Liaisons:** All staff

**External Liaisons:** General public  
Community Organisations

### 4. ORGANISATIONAL RESPONSIBILITIES

Responsibility	Demonstrated By
<b>a) Customer Service</b>	<ul style="list-style-type: none"> <li>• Provide timely and professional service to internal and external customers in accordance with Council's Customer Service Charter, including:-               <ul style="list-style-type: none"> <li>- Providing informed and professional guidance and advice</li> <li>- Listening to and understanding customer needs</li> <li>- Ensuring the public image and reputation of Council as a service provider is maintained in the highest integrity.</li> <li>- Ensuring accurate and complete provision of information</li> <li>- Displaying a "can do" attitude.</li> </ul> </li> </ul>
<b>b) Work Environment</b>	<ul style="list-style-type: none"> <li>• Adherence to Council policies and procedures at all times.</li> <li>• <b>Asset Management</b> <ul style="list-style-type: none"> <li>- Be aware of and apply the principles of Asset Management</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- Have an understanding of how the tasks within this PD can improve the Council’s long-term asset management.</li> <li>- Be proactive in reporting Asset Management issues or circumstances that will assist the organisation</li> <li>• <b>Occupational Health and Safety (OHS)</b> <ul style="list-style-type: none"> <li>- Comply with OHS policies, procedures and requirements.</li> <li>- Work safely and not place the health and safety of other workers, or the public at risk.</li> <li>- Actively contribute to the hazard identification process.</li> <li>- Encourage other employees and contractors to consider safety factors within the working environment.</li> </ul> </li> <li>• <b>Records Management</b> <ul style="list-style-type: none"> <li>- Ensure all business related incoming and outgoing correspondence, including email, is registered electronically into EDRMS.</li> <li>- Ensure all incoming hard copy business related mail is forwarded to the Records Unit for scanning and registration.</li> </ul> </li> <li>• <b>Multi-Skilling</b> <ul style="list-style-type: none"> <li>- 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.</li> </ul> </li> <li>• <b>Emergency Response</b> <ul style="list-style-type: none"> <li>- Supporting Council's response in time of Emergencies, including contributing to Council’s relief and recovery efforts as required.</li> </ul> </li> </ul>
<b>c) Diversity</b>	<ul style="list-style-type: none"> <li>• Support and promote environments and services free from discrimination, harassment, bullying, violence and victimisation.</li> <li>• Take actions and display behaviours that promote inclusion, accessibility, and celebrate diversity.</li> </ul>
<b>d) Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Continually monitor and review practices to identify opportunities to improve: <ul style="list-style-type: none"> <li>- Efficiency, effectiveness and elimination of waste,</li> <li>- Quality of service provision,</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- The customer focus of the organisation,</li> <li>- The competitiveness of the organisation,</li> <li>- The job satisfaction and career opportunities for employees,</li> <li>- The involvement of employees in the decision making processes of the organisation</li> </ul>
<b>e) Child Safety</b>	<ul style="list-style-type: none"> <li>• Interact with children in an age-appropriate manner at all times, modelling appropriate and positive behaviour</li> <li>• Promote the safety, welfare and wellbeing of children</li> <li>• Report all disclosed, observed or suspected instances of child abuse and/or neglect.</li> </ul>

## **5. ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Responsible for accurate input of information into computer system.
- Responsible for the timely and courteous answering and efficient direction of incoming telephone calls.
- Responsible for the Council's image, reflected through the provision of excellent customer service skills, demonstrated by accessibility, accountability and responsiveness.

## **6. JUDGMENT AND DECISION MAKING**

- Demonstrate initiative and innovation when approaching all aspects of the position.
- Ability to make routine decisions about tasks being performed.
- Decisions of a non-routine nature must be referred to the Manager Organisational Development.

## **7. SPECIALIST SKILLS AND KNOWLEDGE**

- Understanding of telephone answering techniques and cash receipting.
- Ability to demonstrate organisational skills and interpersonal communication skills.
- Appreciation of confidentiality, tact and discretion.
- Understanding of administrative processes/procedures.

## **8. MANAGEMENT SKILLS**

- Ability to adapt to changing priorities and work under pressure.
- Ability to use initiative in all aspects of the operations of the position.

- Ability to prioritise tasks to meet objectives within set timelines.

## 9. 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.

## 10. QUALIFICATIONS AND EXPERIENCE

- Computer and keyboard skills, with an understanding of MS Office software.
- Proven organization skills with the ability to prioritize 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.

## 11. ACCEPTANCE

I am aware of and have agreed to the conditions and responsibilities outlined in this Position Description and understand that:

1. My performance will be appraised on an annual basis in accordance with the performance measures set out in the Performance Appraisal document and,
2. That this Position Description will be reviewed on an annual basis as part of my performance appraisal and may be updated if required.

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**Incumbent**

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**Date**

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**Manager, Organisational Development**