

Position Title	Administration Support Officer - Governance and Property
Department	Corporate
Unit	Governance and Property Services
Team	Governance and Property Services
Supervises	Nil
Reports To	Coordinator Governance
Grade	C
Date Prepared	29/01/2024
Date Last Updated	1/04/2025

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed
to **safety**



We work as
one **team**



We act with
integrity



We care about
our **customers**



We **continuously**
improve

Primary purpose of position

The Administration Support Officer - Governance and Property position is responsible for providing administrative support to the Governance and Property Services Unit as directed by Coordinator Governance or Manager Governance and Property Services. The position is also responsible for providing effective, timely and high quality printing services to Council on an adhoc basis as directed by Coordinator Governance or Manager Governance and Property Services.

Accountabilities

- Assist in preparing and issuing detailed correspondence on behalf of the Governance and Property services team as required.
- Prepare agendas and minutes for Team Meetings.
- Assist with Public Information Management, including access to Council documents, GIPA requests, privacy and personal information requests and compliance with subpoenas.
- Provide administration support to the Property Services team.
- Assist in the timely and accurate printing of documents including Council Business Papers, brochures, reports, leaflets and other documents for in-house and public/community distribution on an adhoc basis as directed by Coordinator Governance and Manager Governance
- Provide additional administrative support as directed by Coordinator Property Services, Coordinator Governance and Manager Governance.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Council Officer

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Adept
	Display Resilience	Intermediate
	Act with Integrity	Adept
	Safety and Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Customer and Community Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Innovate and Improve	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Display Resilience	Intermediate	<ul style="list-style-type: none"> • Adapts quickly to changed priorities and organisational settings • Welcomes new ideas and ways of working • Stays calm and focused in difficult situations • Perseveres through challenges • Offers own opinion and raises challenging issues
Relationships		
Communicate and Engage	Intermediate	<ul style="list-style-type: none"> • Focuses on key points and communicates in 'Plain English' • Clearly explains and presents ideas and technical information • Monitors own and others' nonverbal cues and adapts where necessary • Listens to others when they are speaking and asks appropriate, respectful questions • Shows sensitivity in adapting communication content and style for diverse audiences
Results		
Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> • Participates constructively in unit planning and goal setting • Helps plan and allocate work tasks in line with team/project objectives • Checks progress against schedules • Identifies and escalates issues impacting on ability to meet schedules • Provides feedback to inform future planning and work schedules
Resources		

Assets and Tools	Intermediate	<ul style="list-style-type: none"> • Uses a variety of work tools and resources to enhance work products and expand own skill set • Ensures others understand their obligations to use and maintain work tools and equipment appropriately • Contributes to the allocation of work tools and resources to optimise team outcomes
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* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Current Class C Drivers licence.

Essential Experience

- Proven experience in an Administration Assistance/Administration Support Role.
- Experience taking meeting minutes.
- Proven accuracy and attention to detail.
- Proven written and comprehension skills.
- Well developed time management and organisation skills.
- Ability to liaise with Council staff at all levels, Councillors and external customers.

Desirable Qualifications and or Experience

- Certification in Business Administration.
- Experience in colour and black and white photocopiers.
- Knowledge of Acrobat and Microsoft Office software.
- Experience in the use of high speed copying and computer generated printing operations.
- Experience in bindery, collating, folding and guillotine operations.
- Experience in dealing with Access to Information requests.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>