

Position Title	Administration Assistant
Department	Planning
Unit	Regulatory Services
Team	Compliance Administration Team
Supervises	Nil
Reports To	Team Leader Compliance Administration
Grade Range	Grade C, Step 1-5
Date Prepared	22/09/2020
Date Last Updated	22/09/2020

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 role of the Administration Assistant is to provide efficient and effective administrative support to the Regulatory Services unit. The Administration Assistant is required to perform day to day office duties, including data entry and the maintenance of Council's Registers and Applications.

Accountabilities

- Provide efficient and effective administrative support to the Regulatory Services.
- Carry out word processing duties including document creation and presentation, merging documents, preparation of letters, spreadsheets, general correspondence and creating and maintaining databases within the Microsoft Office package;
- Utilise Council's "iShare" Records Management system for registering and managing Council's documentation, Q-Pulse and Pathway and as required;
- Ensure internal and external customer expectations are met through prompt handling of enquiries;
- Communicate both formally & informally with the Team Leader, Manager, Director and other teams within the Department;
- Provide feedback to the Team Leader on improvements in operating procedures;
- Undertake a variety of work within the multi-skilled team environment;
- Participate in on-going training and development;
- Perform other duties as directed by the Team Leader.

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		
Lead Self	Adept	• Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance
Relationships		
Customer and Community Focus	Adept	• Demonstrates a sound understanding of the interests and needs of customers and the community • Takes responsibility for delivering quality customer- focused services • Listens to customer and community needs and ensures responsiveness • Builds relationships with customers and identifies improvements to services • Finds opportunities to work with internal and external stakeholders to implement improvements to customer services
Results		
Innovate and Improve	Intermediate	• Researches developments and trends in the industry • Thinks about issues and opportunities from different viewpoints • Links together unrelated ideas or events to generate insights • Identifies improvements to work systems, processes and practices

Resources		
Technology and Information	Intermediate	- Shows confidence in using core office software and other computer applications - Makes effective use of records, information and knowledge management systems - Supports the introduction of new technologies to improve efficiency and effectiveness

* 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 General Manager.

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

- Certificate 3 Business in Administration and/or demonstrated experience in an administrative position.

Essential Experience

- High level computer skills in applications such as Microsoft Office suite of software.
- Ability to work without supervision and to be self-motivated.
- Demonstrated ability to monitor and prioritise workload and work to tight deadlines

Desirable Qualifications and or Experience

- Experience using Pathway and SharePoint.

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