

**SHIRE OF CUBALLING**

Information Package

for the position of

**Administration Officer**

Corporate Services

**Applications for this position must be received by  
4:00PM on Thursday 15<sup>th</sup> March 2023**

## **SHIRE OF CUBALLING**

### **Administration Officer**

The Shire of Cuballing is a dynamic rural community with a solid economic base in the WA wheatbelt, 190 kms southeast of Perth. It is an established farming district with a growing population that takes advantage of the rural lifestyle and natural environment.

The Shire of Cuballing is a small but progressive organisation with a strong strategic focus and a continuing emphasis on realising the potential of its people. It is expected that the successful applicant will be commencing a career in local government management and will be looking to grow their skills and experience in this role.

The Administration Officer will be expected to be a highly motivated and organised person to perform the administrative functions of the Shire. Within this role, a full range of administrative support including payroll, purchasing, record management, reception, receipting and Department of Transport licensing. The position also works closely with the Chief Executive Officer in provision of executive support services including compilation of agendas and minutes, correspondence, legislative requirements, preparation of meetings and receptions.

Our team values work-life balance with a flexible and a friendly working environment.

An attractive remuneration package has been offered, which includes a negotiated salary of \$60,000 to \$65,000 per annum, a 9 day fortnight and additional superannuation contributions, based on qualifications and experience.

Further information regarding the position should be directed to our offices on 08 9883 6031.

Applications close with the undersigned by 4.00pm on Wednesday, 15 March 2023.

**Stan Scott**  
**Chief Executive Officer**  
**Shire of Cuballing**  
**PO Box 13**  
**CUBALLING WA 6311**

## Information for Applicants

Thank you for your interest in the advertised vacancy.

This documentation provides information to assist you in preparing your written application and to plan for the selection interview. Also enclosed is a Job Description Form.

Selection involves a written application, an interview and reference checks. Shortlisted applicants will also undergo a medical examination. A national (Federal) police clearance certificate is also required.

The essential selection requirements (Selection Criteria) are described in the Position Description Form and please apply only if you meet the essential requirements for the position.

Please ensure the Shire of Cuballing receives your application by the closing date in the advertisement. Late applications will not be accepted unless prior arrangements have been made with the Chief Executive Officer.

Your application should comprise the following documents.

### 1. **Covering Letter**

A summary of your background and suitability for the position should be addressed in the covering letter, without over emphasising or going into too much detail.

### 2. **Resume (Curriculum Vitae)**

A Resume/Curriculum Vitae should comprise at least:

- a. A summary of your employment history starting with the most recent position. Please include dates, name of employer, position title and give brief details of the tasks that were required in each position.
- b. Include any relevant training courses you have attended in the last 2 to 3 years.
- c. A photocopy of any relevant qualifications.
- d. Any activities you have undertaken outside of work which are relevant to the position you are applying for.

### 3. **Referees**

- a. Provide the names and contact details of two work related referees.
- b. Describe nature of working relationship with referee.
- c. Referees should be contacted for approval before nominating them.
- d. It is preferable that one of your referees is your current supervisor. (This is optional)
- e. Only referees who can comment on your work experience should be listed.



#### **4. Preparing for the Interview**

All interview questions will be work related - that is they will relate to the selection criteria for the position you have applied for.

The same questions will be asked for every interviewee.


To prepare yourself for the interview questions consider the following:

- Re-read the Position Description Form and the selection criteria.
- Focus on the Selection Criteria and think of examples of work situations where you applied the relevant skills and abilities.
- Focus on the duties of the position and think about how you would carry them out. Think about any problem you might encounter and how you would resolve them.
- If the position has a supervisory role, think about your special responsibilities as a supervisor.
- If you have any relevant reports or other work you have done which will provide examples of your skills and abilities, you should organise examples for presentation at the interview.

#### **5. The Interview**

The following points are recommended:

- Don't assume that panel members know your suitability for the job even though you may have worked with them or have previous experience in the position you have applied for.
- Answer questions fully without unnecessary details.
- Where possible, relate your answers to direct experiences you have had.
- Feel free to ask questions to the panel.

	<b>Position Description – Administration Officer</b>
	<b>Last Updated:</b> 1 March 2023

<b>Title</b>	<b>Administration Officer</b>
<b>Department</b>	Administration
<b>Award</b>	Local Government Industry Award 2010
	Fulltime
	9 Day Fortnight
<b>Level</b>	4-6 of the Local Government Industry Award 2020

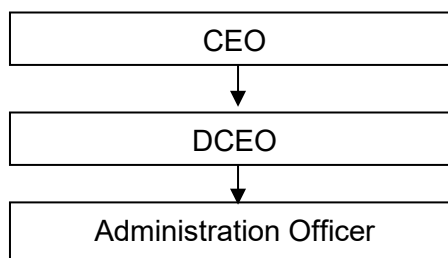
#### POSITION OBJECTIVES

- The Administration Officer will provide efficient customer service in dealing with reception duties, cash handling and receipting, customer enquiries and Department of Transport licensing.
- The Administration Officer will complete efficient Human Resources and payroll duties.
- The Administration Officer will provide professional executive support services to the Chief Executive Officer and other executive staff.

#### ORGANISATIONAL RELATIONSHIPS

**Reporting to:** Deputy Chief Executive Officer  
**Responsible for:** Nil  
**Liaison with:** Community members & organisations, government departments, Councillors & staff, contractors & suppliers.

#### ORGANISATIONAL STRUCTURE



<b>KEY RESPONSIBILITIES</b>
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**Customer Service/Administration**

- Perform licensing on behalf of Department of Transport
- Provide accurate, timely and appropriate advice and assistance to customers in all aspects of Council operations
- Respond to incoming phone and over the counter enquiries and provide accurate, timely and appropriate assistance to customers in a professional, friendly and courteous manner
- Oversee Council's request/complaint register management process
- Manage and distribute emails sent to the generic Shire email
- Collect, open & process all incoming mail as per Council procedures
- Prepare, collate and deliver the outgoing mail to Australia Post daily
- Oversee stationery ordering and maintenance of office supplies
- Undertake general administrative tasks and provide assistance to other team members as required
- Other projects as identified by the Deputy Chief Executive Officer

**Human Resources**

- Process fortnightly Payroll
- Maintenance of HR records including leave entitlements
- Executive support of OSH System including minutes and agenda preparation.

**Records Management**

- Day to day management of Council's Records Management system
- administer Council's records and information system and functions, including ease of reference, reliability, access and security
- ensure compliance with State Records Act and other relevant legislation
- maintain appropriate retention and disposal of all records
- maintain records filing on a daily basis
- assist and advise other staff in their operation of Council's records system
- ensure archiving is up to date and appropriate disposal of records is conducted
- maintain Council Minutes books including indexing and binding

**Executive Support**

- Provide executive and administration support to the CEO including, but not limited to:
  - meeting agenda preparation and compilation;
  - meeting minutes completion for Council meetings;
  - correspondence preparation; and
  - distribute information to Councillors
- Provide administration assistance for the EHO/BS including, but not limited to:
  - Preparation and submission of statutory returns; and
  - correspondence
- Assist Executive Staff in management of Council election processes
- Planning and implementation of Council events including, but not limited to, Council Meetings, citizenship ceremonies and Council receptions
- Day to day management of Council registers and compliance activities in accordance with legislative requirements including, but not limited to:
  - primary and annual returns for staff and Councillors;

- gift registers;
- tender documents and register
- Under direction, maintain and monitoring Council's website and social media presence
- Distribution of relevant information to Councillors

### **Occupational Safety and Health**

- Comply with the Shire's Risk Management Policy Procedures;
- Conform with the duty of care requirements, ensuring their own safety and that of others, through the prevention of any adverse acts or omissions;
- Comply with the safety procedures and directions agreed between management and employees with nominated or elected safety and health representatives
- Must not wilfully interfere with or misuse items or facilities provided in the interests of safety and health of Council employees; and
- Must, in accordance with Council procedures for accident and incident reporting, report potential and actual hazards and accidents/incidents to their supervisor and/or safety and health representatives.

### **Risk Management**

- Comply with the Shire's risk management policies and procedures; and
- Responsible for reporting possible risks in relation to operational procedures.

## **REQUIREMENTS OF THE JOB**

### **Skills**

- Excellent written, oral and interpersonal skills
- Experience with cash handling in a customer service environment
- Ability to deal face to face or over the phone with difficult customers
- Proven ability to work under pressure whilst exercising initiative, judgement and enthusiasm and to plan and prioritise work to achieve required outcomes
- Ability to work effectively in a team environment, accept responsibility and work with limited supervision
- Ability to use computers with Superior skills

### **Knowledge**

- Demonstrated customer service ability
- Demonstrated understanding of Local Government roles and responsibilities
- Experience in payroll processing
- Strong aptitude for using computers and electronic communications
- Understanding of daily licensing and banking procedures

### **Experience/ Qualifications**

- Demonstrated experience in Customer Service
- Current 'C' Class licence

## **EXTENT OF AUTHORITY**

- Operates under the general direction of the Deputy Chief Executive Officer with freedom to make decisions in accordance with policies and procedures;
- Authority to sign documents and purchase orders as delegated;
- Exercises a degree of autonomy however, freedom to act is governed by role, policy and budget constraints;



- Assistance available for problem solving; and
- Work outcomes monitored.

<b>SELECTION CRITERIA</b>
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**Essential**

- Excellent interpersonal and communication skills.
- Excellent IT and office technology skills.
- Experience in records management and control.
- Experience of corporate management requirements.
- Proven ability to work under pressure whilst exercising initiative, judgement and enthusiasm and to plan and prioritise work to achieve required outcomes
- General understanding of financial management as it applies within a Local Government.
- Current 'C' class driver's licence
- Obtain a National Police Check

**Desirable**

- General knowledge of Local Government.
- Understanding of and experience with payroll processes
- Understanding of Human Resources processes
- Demonstrated knowledge of Microsoft Office and ITVision's SynergySoft

<b>CERTIFICATION</b>
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<b>Approved by</b>	Deputy Chief Executive Officer	<b>Signature</b>	
<b>Authorised by</b>	Chief Executive Officer	<b>Signature</b>	
<b>Date Reviewed</b>	1 March 2023		

<b>INCUMBENT ACKNOWLEDGEMENT</b>
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<b>Employee</b>		<b>Signature</b>	
<b>Date</b>			

**SALARY PACKAGE**  
**Administration Officer**

**1 CONTRACT OF EMPLOYMENT:**

A permanent fulltime contract of employment is offered.

**2 INITIAL PROBATIONARY PERIOD:**

The negotiated contract of employment will be offered with an initial probationary period of three months in which time the Council may terminate this contract on 4 weeks written notice.

**3 SALARY:**

A salary will be negotiated up to \$65000 per annum, depending on skills, experience and qualifications.

**4 HOURS OF WORK:**

A 9 day fortnight is offered with normal office hours operating from 8.00am to 5.00pm.

**5 LEAVE:**

Provision of Annual, Sick and Carer's Leave will be in accordance with the Local Government Industry Award

**6 LONG SERVICE LEAVE:**

Thirteen weeks after ten years continuous Local Government service, transferable between Local Authorities within Western Australia.

**7 SUPERANNUATION:**

The Council makes superannuation contributions of 10.5% of the base salary plus matching contributions of up to 6%, providing the employee makes voluntary contributions of 6% or more. The combined total of the Shire of Cuballing contribution may be up to 16.5% of the specified salary.

**8 POLICE CLEARANCE:**

Applicants are required to provide a National Police Clearance Certificate before commencing employment. Council will refund the expenses of obtaining this clearance.

**9 MEDICAL EXAMINATION:**

Applicants are required to attend a pre-employment medical prior to commencing employment. Council will refund the expenses of obtaining this medical.