



# Paroo Shire Council

## Position Description

### Position Details

|                        |  |                        |                       |
|------------------------|--|------------------------|-----------------------|
| <b>Position Title:</b> | Administration Officer – Executive Support | <b>Classification:</b> | Level 4               |
| <b>Location</b>        | Cunnamulla                                 | <b>Duration:</b>       | Fixed Term – 6 Months |
| <b>Department</b>      | Office of the Chief Executive              | <b>Employment Type</b> | Part Time             |
| <b>Reports to:</b>     | Chief Executive Officer                    | <b>Direct Reports</b>  | 0                     |

### Paroo Shire Council

Paroo Shire covers 47,633 sq km and is located in South West Outback Queensland. The region incorporates the towns of Cunnamulla, Yowah, Eulo and Wyandra, with Cunnamulla being the hub of the Shire and is centrally situated on the crossroads of the Balonne and Mitchell Highways. The Shire has a vast cultural diversity within its vibrant rural communities and has a population of approximately 1,600. Cunnamulla, meaning “long stretch of water”, gets its name from the picturesque Warrego River which meanders past the town and is a popular spot for fishing and water sports.

The Paroo Shire has an ever changing landscape, from the open Mitchell Grass flood plains in the East to the Moriaty Ranges, the opal fields and the Mulga lands to the West. It is an area rich in history, eco systems, flora and fauna. The Shire is highly regarded by birdwatchers as the diverse eco-systems lend themselves to ideal habitats for many species. Main industries within the Shire are beef, fat lamb and wool production, apiary, wildlife harvesting, opal mining and the growing tourism industry.

#### Our Vision

- Paroo Shire Council is committed to being progressive in thought and action, where our inclusive communities provide unique places for people to live, visit and prosper.

#### Our Mission

- To improve Paroo Shire’s assets and amenities, act as a custodian of culture and the environment, and foster sustainable development and innovation.

#### Our Values

- In making and implementing our decisions we will be guided by the principles of integrity, efficiency and continuous improvement and exhibit the following values:

- P – Pride**
- A – Accountability**
- R – Respect**
- O – Open and Transparent**
- O – Opportunities for Employment**
- S – Safety**
- C – Commitment**

### The Department

The Office of the Chief Executive ensures an integrated approach to the internal and external organisational services of Council and is responsible for the following functions.



## The Position

Reporting directly to the Chief Executive Officer, the Administration Officer – Executive Support is responsible for providing high level administrative support to the Executive Leadership Team in an effective and efficient manner in accordance with Council's policies, objectives, procedures and legislative requirements.

This position is responsible for delivering consistent service that meets the requirements of Council and our community and reflects the quality of services we aim to deliver.

## Key Responsibilities

- Provide secretariat support for Council Meetings including the preparation of monthly reports and preparation and distribution of agendas, minutes and associated administrative requirements for Council meetings and other Committees as required.
- Provide high level administrative support to the Executive Management Team as required and act as the primary liaison for the Executive Leadership Team in the areas of governance and associated policy.
- Assist with the coordination and monitoring of Council policy review processes and assist with policy development as required and in line with statutory requirements.
- Assist with coordination of requests for legal advice and maintenance of the Corporate Legal Matters register.
- Oversee the management of Customer Complaints and Customer Requests systems including delegating items for action, registering of incoming and outgoing mail, preparing correspondence for internal and external customers and filing of correspondence.
- Liaise with Funeral Director, families and staff to organise memorial plaques
- Burial site searches
- Lodge relevant paper work with births, deaths and marriages
- Establish and maintain effective networks within Government Agencies, other Councils and community groups.
- Consistently complete allocated tasks within agreed timeframes.
- Undertake other tasks up to and including your competency and level.
- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently.
- Commitment to Workplace Health and Safety, Council's Code of Conduct and demonstrating appropriate behaviour for a public sector employee.

## Key Skills, Experience and Qualifications

Essential:

- A demonstrated of understanding of Council activities and substantial experience in local government or other similar role;
- The ability to work with senior managers and Council;
- Superior written and verbal communication skills;
- Time management skills to ensure planning and prioritisation of workload to meet deadlines;
- High level administrative, written and research skills including complex report writing;
- Demonstrated understanding of Records Management Compliance;
- High level computer skills, especially the Microsoft Office suite and website software;
- Ability to use a range of other software programs;
- Ability to think strategically and to draft policy and recommendations;
- Ability to regularly evaluate internal and external customer needs and identify opportunities for service improvement;
- Ability to deliver high quality customer service to internal and external customers; and
- High standards of personal and professional ethics.

Desirable

- Sound knowledge of Local Government or other corporate governance practices;
- Sound knowledge of legislation relating to Local Government;
- Sound knowledge of administrative procedures and practices relevant to Local Government; and
- An understanding of the structure and responsibilities of local, state and commonwealth government departments and agencies.

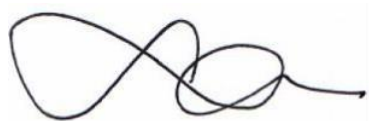
### Additional Information

- This position operates from Council's Depot in Cunnamulla, however may be required to travel within the Local Government Area and work outside of standard business hours.
- The incumbent must be:
  - Prepared to work flexible hours to meet the requirements of the position, and
  - Willing to obtain a 'Suitability Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required, and
  - Medically fit and physically capable to meet requirements of the position, and
  - Prepared, if required, to undertake a medical assessment by Council's medical practitioner, and
  - Prepared, if required, for Council to undertake a Criminal History Check.

### Approval of Position Description

**Position Description Approved by:** Sean Rice, A/Chief Executive Officer, Paroo Shire Council

**Signature:**



Date: 30/06/2020

### Position Description Acceptance:

- I have read, understood and accepted the above information summarised in this Position Description.
- I understand that due to operational requirements, my duties and responsibilities may change from time to time and as such this Position Description may be amended.

**Name:**

**Signature:**

Date:    /    /