



Position Title	Junior Administration Officer	Award	QLD LGOA Stream A
Location	Cunnamulla	Classification	Level 1
Department		Employment Type	Full Time
Reports to		Duration	Ongoing

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 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 1600. 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 a diversity of landscapes situated in the Mulga lands bio-region of South West Queensland. It is an area rich in history, eco systems, flora and fauna. Main industries within the Shire are beef, goats, 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 Position

The Junior Administration officer is responsible for supporting the administration needs of Council. You will assist in ensuring the efficient operation of the office and support managers and employees through a variety of tasks related to organisation and communication.

You will be working across a range of areas within Council and will have the opportunity to develop your skills and understanding of the range of responsibilities in Local Government. You will be responsible for handling confidential and time sensitive material in accordance with Council policy.

As a part of this role you will have access to training and professional development opportunities to build your career in Local Government and to obtain skills in Business Administration. Prior experience or training is not essential.



Key Responsibilities

- Complete general administrative duties across a range of Council departments:
 - Finance and Governance
 - Infrastructure
 - Community Support
 - Human Resources
- Provide a high level of customer service to managers, co-workers and customers
- Respond to customer enquiries and ensure they are attended to in a timely manner
- Data Entry
- Answer and direct phone calls
- Provide support and backup to reception areas as required
- Comply with council policies and procedures including Code of Conduct and Workplace Health and Safety Policy

Key Skills, Experience and Qualifications

Essential:

- Strong computer skills, including Microsoft Office 365 experience
- Willingness to learn; new computer software, policies and processes specific to the needs of Local Government Councils in particular
- The ability to juggle competing priorities and enjoy a challenge
- Excellent attention to detail
- Customer service focus and strong communication skills

Desirable

- Demonstrated experience in providing administrative support

Optional

- Certificate 3 in Business or similar qualification

Additional Information

This position will be required to work from the Civic and Community Enterprise Centre and may be required to work outside of standard business hours. Full training will be provided along with the opportunity to complete a traineeship.

Mandatory Requirements

Remaining compliant with legislation and Paroo Shire Council Policy you will be required to provide a current National Police Check Certificate and have a Pre-Employment Health Assessment if you are successful in your application.

Approval of Position Description

Position Description Approved by: **Cassandra White, Chief Executive Officer, Paroo Shire Council**

Sign

A handwritten signature in black ink, appearing to read 'Cassandra White', written over a horizontal line.

PD051 Junior Administration Officer

Date

3 June 2021
