

# ENERGISE YOUR CAREER

BE PART OF OUR WORLD



**POSITION  
DESCRIPTION**

**ISAAC  
REGION**   
HELPING TO ENERGISE THE WORLD

# POSITION DESCRIPTION



<b>POSITION TITLE</b>	Departmental Administration Officer – Economy & Prosperity	<b>CLASSIFICATION</b>	Level Four (4) – Level Five (5)
<b>DIRECTORATE</b>	Planning, Environment & Community Services	<b>AWARD STREAM</b>	Queensland Local Government Industry Award – State 2017 Award Stream A and Isaac Regional Council Certified Agreement
<b>DEPARTMENT</b>	Economy & Prosperity Department	<b>REPORTS TO</b>	Manager Economy & Prosperity
<b>POSITION NO.</b>	62,506.00	<b>LAST REVIEW DATE</b>	April 2022

## A. ORGANISATION SUMMARY:

Isaac Region covers an area of around 58,000km<sup>2</sup> comprising 120km of Great Barrier Reef coastline and extending over 400km west to incorporate a rich agricultural and grazing heritage in addition to 27 operating coal mines producing the world's premier metallurgical coal. Our residential population of 24,275 is made up of families, young people, resources and agriculture sector workers, retirees and sea/tree changers spread across 17 unique communities including the larger towns of Clermont, Coppabella, Dysart, Glenden, Middlemount, Moranbah, Nebo and St Lawrence. It also includes the smaller communities of Carmila, Clairview, Clarke Creek, Greenhill, Ilbilbie, Kilcummin, Mackenzie River, Mistake Creek and Valkyrie.. Our region is exposed to a range of global influences and drivers which present unique challenges to the local government professionals who serve it. In order to address these challenges, the organisation is heavily invested in growing our cultural leadership capability to deliver on the Isaac Vision which is Helping to energise the world. This work is being supplemented by a 5-year Isaac Capability Plan to help create the organisational settings which will be needed to address these external influences over the next 5-10 years.

## B. DIRECTORATE SUMMARY:

The Planning Environment & Community Services (PECS) Directorate is accountable for planning and delivering the majority of Council's customer-facing and frontline services. It also plans and delivers sustainable futures for Isaac's many communities as well as ensuring safe and liveable communities through its several regulatory functions. It integrates with other Directorates across Council to realise the Isaac Vision through a range of corporate, operational and business plans. In pursuing the Isaac Vision, the PECS Directorate is directed by its Noble Purpose of... Building communities through trusted customer service and creating value.

## C. DEPARTMENT & POSITION SUMMARY:

The Economy and Prosperity department ensures an integrated approach to internal organisational services across the organisation. The Economy and Prosperity department is responsible for PECS directorate and Councils Economic Development, Business Support and Tourism strategy development and delivery. The Economy & Prosperity Department is also responsible for the strategic planning and

# POSITION DESCRIPTION

management of some of Councils direct economic stimulus assets as in Saleyards, Showgrounds, Caravan Parks, Aerodromes, Theresa Ck Dam and Lake Elphinstone. It is expected to reflect the Isaac Vision and PECS Noble Purpose and be done in an engaged and collaborative way with the wider and individual communities as appropriate, the Council and its Executive, the PECS Directorate and wider organisation.

The Departmental Administration Officer – Economy & Prosperity position provides high level administrative, project management and business support to the Manager Economy and Prosperity and the Department as a whole.

The PECS Directorate has undergone a major change with the intention to drive higher levels of accountability, community capacity building, community development, service, trust and value in pursuing the Isaac Vision. This role is important to the overall change process in ensuring that the administrative processes, functions and systems supporting the Department also contribute to the success of the desired cultural and structural change.

## **D. DUTIES:**

### **POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES (INPUTS/OUTPUTS)**

1. Lead the delivery of the Economy and Prosperity Department's administrative, financial/procurement and reporting responsibilities, in consultation with the Manager Economy & Prosperity and PECS Executive Coordinator;
2. Provide high level administrative, reporting and financial/procurement support to the Manager Economy and Prosperity and Economy and Prosperity Department;
3. Assist with coordination and administration of projects, research, technical assessment and regulation processes to support the Manager and broader Economy and Prosperity department in delivery program priorities and action plans for Councils Economic Development, Business Support & Tourism Strategy and policy items;
4. Assist with the asset & lease management, coordination & compliance of the direct stimulus assets Economy & Prosperity's is custodian for, including strategic planning and management of maintenance and renewal requirements under the direction of the Manager Economy & Prosperity and Business Manager Saleyards & Showgrounds;
5. In collaboration with the team and Manager Economy and Prosperity, develop process review and redesign skills to ensure processes within the Department's control are systematically and transparently reviewed periodically to be efficient and customer focused, and embrace the Noble Purpose Enablers (set out in p5 of PECS Functional Review Discussion Paper No.1);
6. Ensure all current forms, workflows, processes and procedures for their work are fully documented and updated on at least a 6 monthly and as needed basis;
7. Provide on-the-job training to other administrative roles where they exist within the respective department to broaden peer understanding, skill sets and internal support base;

# POSITION DESCRIPTION



8. Coordinate meeting agendas, reports, venues, attendees, records and minutes and attend meetings with and on behalf of the Manager Economy and Prosperity;
9. Contribute to the facilitation of positive community outcomes by providing high level customer service, fostering and maintaining deep, respectful, collaborative relationships with team members and stakeholders both internally and externally;
10. Perform all duties in a professional and ethical manner, participate in teamwork, maintain and develop ongoing personal standards and competence, effectively manage own personal work priorities and promote the PECS Noble Purpose Enablers and values;
11. Apply a self-motivated and collaborative approach to resolving or finding solutions to matters or issues which present, and which are not specifically listed as accountabilities; and
12. Undertake any other duties, projects or service or development activities as reasonably directed within the scope of the employee's skills, competence and training.

## E. KEY COMPETENCIES:

### Essential Knowledge and Skills

1. Demonstration of the core values of Isaac Regional Council, with a high level of integrity and ethics;
2. Sound knowledge and understanding of Council's role in delivery of liveability and sustainability services to the Isaac community.
3. Knowledge and skills in delivery of high level administrative, project and governance support to technical teams in a local government context;
4. Demonstrated high level skills in the use of computer systems and software in delivery of administrative and technical support services;
5. Ability to develop strong interpersonal relationships and communicate effectively with stakeholders;
6. Ability to organise workloads, multi-task and meet competing deadlines;
7. Ability to work as part of a team in a fast-paced environment;
8. Ability to problem solve and develop processes and procedures that support business improvement.

### Experience

1. Demonstrated experience in delivery of core office administration functions for a technical services team, including letter preparation, preparation of corporate documents, meeting minutes, compiling memos, email management, photocopying, general financial processes and spread sheeting is essential.
2. Experience in an administrative leadership or coordination role providing high level administrative, process, project and governance support to a technical services or executive team would be highly regarded.

### Qualifications

#### Mandatory:

1. The role requires the possession of a current C Class Open Australian Drivers Licence.

#### Mandatory internal work instructions required for this role:

1. WI - Light Vehicle Operation CORP-WI-003



# POSITION DESCRIPTION

2. WI - Refuelling Vehicles, Plant & Equipment CORP-WI-113
3. WI - Loading, Securing and Unloading Vehicles CORP-WI- 063
4. WI - Vehicle Plant & Equipment Appropriate Disinfecting & Cleaning CORP-WI-129
5. WI - Tag Out for Faulty Equipment, Plant or Vehicles CORP-WI-057
6. WI - Isolation and Tagging Out of Faulty Electrical Equipment CORP-WI-057

**Desirable:**

1. Vocational qualifications in Business Administration, Project Management and/or Local Government would be highly regarded.

**F. PHYSICAL DEMAND CATEGORY:**

- Sedentary Work
- Light Duty - Frequent lifting / carrying of objects weighing up to 5kgs.
- Medium Work - Frequent lifting / carrying of objects weighing up to 10kgs.
- Heavy Work - Frequent lifting / carrying of objects weighing up to 25kgs or more.

**Audio-Visual Demands:**

- Depth Perception
- Colour Discrimination
- Peripheral Vision
- Hearing (Avg)

**Specific Actions Required:**

This job may include:

- |  |   |  |
|--|---|--|
| Standing/Walking                               | Sitting                                       | Driving  |
| <input type="checkbox"/> None                  | <input type="checkbox"/> None                 | <input type="checkbox"/> None                  |
| <input checked="" type="checkbox"/> Occasional | <input type="checkbox"/> Occasional           | <input checked="" type="checkbox"/> Occasional |
| <input type="checkbox"/> 1 - 4 Hrs             | <input type="checkbox"/> 1 - 4 Hrs            | <input type="checkbox"/> 1 - 4 Hrs             |
| <input type="checkbox"/> 4 - 6 Hrs             | <input type="checkbox"/> 4 - 6 Hrs            | <input type="checkbox"/> 4 - 6 Hrs             |
| <input type="checkbox"/> 6 - 8 Hrs             | <input checked="" type="checkbox"/> 6 - 8 Hrs | <input type="checkbox"/> 6 - 8 Hrs             |

**Work Environment:**

- |               |                          |                                     |
|---------------|--------------------------|-------------------------------------|
| Attribute:    | Yes                      | No                                  |
| Chemicals     | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Cold          | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Dampness      | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Fumes/Gases   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Heat/Humidity | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Heights       | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Noise         | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

**Repetitive Motions:**

- Simple Grasping
- Fine Manipulation
- Pushing & Pulling
- Finger Dexterity
- Foot Movement

**This Job Will Require:**

- |                  |                          |                                     |                                     |
|------------------|--------------------------|-------------------------------------|-------------------------------------|
| <b>Manoeuvre</b> | <b>Frequent</b>          | <b>Occasional</b>                   | <b>None</b>                         |
| Bending          | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Squatting        | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Climbing         | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Twisting         | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Reaching         | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

**G. DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):**

Delegations as detailed in Council's Delegation of Authority register.

# POSITION DESCRIPTION

## **EXTENT OF AUTHORITY:**

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority, and know and comply with any authority/obligation that comes with their powers.

## **H. WORK HEALTH SAFETY, QUALITY AND ENVIRONMENTAL OBLIGATIONS:**

### **Workers and Others authorities and responsibilities include the following:**

1. Comply with any and all policy, procedures and work instructions to ensure the requirements for health, safety, wellbeing, quality and environment are adhered to.
2. Take reasonable care for their own health and safety.
3. Ensure actions or omissions do not adversely affect the health, safety and wellbeing of others or the environment.
4. Comply with any reasonable instruction to comply with the Work Health and Safety Act Qld (2011).
5. Immediately notifying their manager or Supervisor of any workplace hazard identified and rectify hazard if possible.
6. To participate in risk assessments utilising the 'Think ISAAC' risk model and ensure personal safety through the use of the personal risk assessments.
7. To use personal protective equipment if the equipment particularly is provided by Council and you are instructed in its use.
8. Raise any non-conformances with their supervisor.
9. Comply with the requirements of Councils health and wellbeing policy, including participation in medicals, obtaining vaccinations and maintaining a general level of fitness to work.
10. Participate in Councils rehabilitation and return to work processes as required.
11. Actively contribute to prevention of environmental harm, by compliance with any and all procedures.
12. Informing your supervisor as soon as possible of anything which may be harmful to the environment, for example, spills and leaks.
13. Consider and respond to internal and external customer needs in timely fashion.

### **Equipment Operated**

1. Computer, motor vehicle

## **I. RESPONSIBILITIES:**

### **Corporate Responsibilities**

#### **Code of Conduct**

1. Compliance with Council's Code of Conduct, management directives and policies and procedures, ensuring that behaviour and conduct;
  - a. is in line with the expectations of Council as specified in the Code of Conduct, and
  - b. decisions are made based on the principles of sound ethics and sound judgement.
2. Act at all times in line with the Principles as outlined in Council's Code of Conduct. Specifically;
  - a. Integrity and Impartiality
  - b. Promoting the Public Good



# POSITION DESCRIPTION

- c. Commitment to the system of government
- d. Accountability and transparency

**Conflict of Interest**

1. Employees of Council have specific obligations relating to conflict of interest and where there may be a conflict of interest with Council activities or there may be a detrimental effect on the performance of the employee, other employment or contracts will not be undertaken without prior written approval from the CEO.

**Other**

- Commitment to Council’s Corporate Plan.
- Commitment to Equal Employment Opportunity, Diversity and Merit principles.
- Commitment to ensuring a workplace free from harassment and discrimination.
- Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

**J. GENERAL OBLIGATIONS:**

1. This is a description of the job as it is at presently constituted. It is the practice of this organisation periodically to examine employees’ job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with direct reports and may involve a representative of Human Resources. You will, therefore, be expected to participate fully in such discussions. It is the organisation’s aim to reach agreement to reasonable changes where identified.
2. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster or significant organisational crisis.
3. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
4. All employees shall be required by the Council to obtain and to maintain the necessary registration and licences that such employee would normally be required to hold in order to fulfil their position.

**K. CERTIFICATION:**

1. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
NAME		
SIGNATURE		
DATE		



# POSITION DESCRIPTION

## Isaac Regional Council

We're delivering in a changing world

### OUR VISION

Helping to energise the world.  
A region that feeds, powers and builds communities, now and for the future.

### OUR GOAL

To pursue long-term sustainable futures for Isaac's communities.

### OUR VALUES

**COMMUNITY FOCUS**   
We engage and communicate authentically with all Isaac communities to understand both their common and specific needs.  
We will continuously improve how we address those needs to help future-proof our region.

**TEAMWORK**   
We expect respectful relationships in our work together, to achieve.  
We cultivate commitment through shared purpose, to create value.

**CARING**   
We are committed to working safely and caring for the safety and wellbeing of our people and communities.  
We believe that people matter.

**POSITIVE WORK ETHIC**   
We do our best every day to have pride and enjoyment in our work.  
We display accountability, transparency, procedural consistency and integrity.  
We seek the highest possible practical outcomes in everything we do.  
We practice the knowledge that how we do things is just as important as what we do.

**At Isaac, the how matters.**