



ENERGISE YOUR CAREER

BE PART OF OUR WORLD



**POSITION
DESCRIPTION**



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POSITION TITLE	Departmental Administration Officer - Community Facilities	CLASSIFICATION	Level Four (4) – Five (5)
DIRECTORATE	Planning, Environment and Community Services (PECS)	AWARD STREAM	Queensland Local Government Industry Award – State 2017 Award Stream A and Isaac Regional Council Certified Agreement
DEPARTMENT	Community Facilities	REPORTS TO	Manager Community Facilities
POSITION NO.	67,502.00	LAST REVIEW DATE	April 2022

A. ORGANISATION SUMMARY:

Isaac Region covers an area of around 58,000km² 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. DEPARTMENT & POSITION SUMMARY:

The overall Community Facilities Department is responsible for leading and delivering the creation of value from the community facilities Council operates directly itself, those it leases to commercial operators and those it makes available to community organisations by way of leases or other tenures, across Isaac Region. Its purpose is to drive the best long term performance, community service and value from the Region's 10 Aquatic Facilities, 18 Halls/Centres, and portfolio of properties including Child Care Facilities which are leased to Community organisations. The PECS *Noble Purpose of Building Communities through trusted customer service and creating value* is the central driver for this Department. This means that the Department actively manages and facilitates continuous performance improvement and reporting from these facilities and develops strategies for the ongoing sustainability of an optimum portfolio of community facilities.

The Departmental Administration Officer – Community Facilities position provides high level administrative, project management and business support to the Manager Community Facilities, Manager Council Operated Community Facilities and the Department as a whole. While the position primarily reports to the Manger

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Community Facilities, it also has an accountability line to the Executive Coordinator PECS for the standards of administrative, reporting and financial/procurement process rigor within the Department and to ensure appropriate gatekeeping for and compliance with these standards are being maintained.

C. DUTIES:

POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES (INPUTS/OUTPUTS)

1. Provide high level administrative, reporting and financial/procurement support to the Manager Community Facilities and Department and apply appropriate gatekeeping to ensure departmental compliance. These duties will include but are not limited to:
 - Support the Manager Community Facilities with email, diary, meeting, and correspondence management;
 - Maintaining confidential filing for the Manager Community Facilities, including maintaining Document Management Systems and registers;
 - Coordinate departmental timesheet and leave form management and filing;
 - Collation of information including agendas, recording and distribution of meeting minutes/actions and arranging rooms and equipment for meetings facilitated by the Community Facilities team. This may require travel to other locations within the region;
 - Management of the reconciliation of Departmental Purchasing Cards;
 - Monitoring of the Department's key performance indicators (KPI) performance and/or incident monitoring and follow up as required;
 - Monitoring and oversight of Departmental procurement financial management activities, including raising, amending and monitoring requisitions and ensuring service delivery is monitored against purchase orders.
 - Ensure appropriate record management in Council's record management systems in a timely manner;
2. Support with Contractor engagement and management, specifically quoting and work assessments and administrative management and filing of supporting documentation and records;
3. Monitoring of policy updates and information requirements for circulation to all Departmental staff;
4. 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;
5. Ensure all current forms, workflows, processes and procedures for their work are fully documented and updated on at least a 6 monthly and an as needed basis;
6. Manage the systems and procedures required to prepare Advisory (CTFAC) Committee and PECS Standing Committee agendas and meeting minutes (including draft agenda collation, agenda review, and final agenda preparation) and undertake these functions as required;
7. Assist with coordination of projects and undertake research providing background information for responses by the Manager.
8. Processing Applications for works on Community Facilities assets and providing responses as required;

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9. Assisting with data updates and the Community Group Annual Update (CGAU) follow up – by phone and email.
10. Preparation of Expression of Interest evaluation packs within required timeframes.
11. Supervise and provide coaching, mentoring and guidance to the Cemetery Service Officer position;
12. Provide administrative support to the Cemetery Service Officer where required. This will include, but not be limited to the development of Sundry Debtor Invoices, tending to general inquiries from customers, maintaining regional cemetery records and inter-Departmental liaison to arrange works;
13. 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;
14. 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;
15. 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
16. Undertake any other duties, projects or service or development activities as reasonably directed within the scope of the employee's skills, competence and training.

D. KEY COMPETENCIES:

Knowledge and skills

Essential

1. Demonstrate core values at all times and a high level of integrity and ethics;
2. Good interpersonal, communication and organisational skills;
3. High level administrative, process, project and governance knowledge
4. Ability to multi-task and meet competing deadlines;
5. Ability to work as part of a team in a fast-paced environment;
6. Demonstrated ability to problem solve and develop processes and procedures that support business improvement.

Experience

1. Demonstrated experience in the provision of high level administrative, process, project and governance support;
2. Demonstrated knowledge of administrative processes (Microsoft applications), including letter preparation, preparation of documents, meeting minutes, compiling memos, email management, photocopying, general financial processes and spread sheeting.

Qualifications

Mandatory:

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

Desirable:

2. Vocational qualifications in Business, Local Government and/or Community Engagement would be highly regarded.

E. 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:

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

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

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

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.



G. 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, camera equipment

H. 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
 - 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

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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.

I. 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.

J. 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		



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.

CARING

We are committed to working safely and caring for the safety and wellbeing of our people and communities.

We believe that people matter.

TEAMWORK

We expect respectful relationships in our work together, to achieve.

We cultivate commitment through shared purpose, to create value.

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.