

POSITION DESCRIPTION



POSITION DETAILS

Position Title	Senior Administration Officer (Civil Works)
Position Number	
Department	Works
Section/ Stream/ Unit	Civil Works
Classification	Level 4, Queensland Local Government Industry (Stream A) Award – State 2017
Reports To	Civil Works Manager

POSITION OBJECTIVES

- To provide high quality professional support and advanced administrative assistance to the Civil Works Manager.
- Project assistant: conduct research, draft reports, maintain milestone tracking system, manage documentation from project team members.
- Act as the primary point of contact for the Civil Works Manager, providing a high level of professionalism and customer service to both internal and external customers.

KEY RESPONSIBILITIES

- Provision of comprehensive and confidential support and personal assistant functions to the Manager some of which have no clearly established practices and procedures.
- Working independently with limited direction to deal with issues referred to the Manager that can be addressed without reference to the Manager.
- Liaison with internal and external stakeholders, including other levels of government, business sector and the general public to answer inquiries, arrange appointments and follow up issues on behalf of the Manager, ensuring the provision of timely and accurate information in response to enquiries.
- Research and analyse information in order to prepare correspondence, reports to Council, agendas and minutes on behalf of the Manager and to monitor follow up actions.
- Day to day management of meeting schedules, liaising with key staff regarding workflows and milestones, managing the Manager's workflows to ensure milestones are met and prioritising work, in a fast paced and often complex environment with competing deadlines.
- Undertake financial reconciliations for the Manager.
- Organising functions/ events and meetings involving the Civil Works Section.
- Coordinate Council's Meeting Support function by providing high quality, accurate and timely administrative support for Council's statutory meetings including the preparation of agendas, meeting templates, accurately recording proceedings of meetings, preparation and distribution of official records of Council meetings, maintenance of the official minute books of Council, preparation and follow up of minute actions, meeting calendar management and catering.
- Preparing Council meeting processes and procedures and providing advice to Council staff on those meeting processes and procedures.
- Provide support to Council's Executive Leadership Team Meetings, including the preparation of agendas, preparation of meeting outcomes and attending to any follow up actions.
- Development of Council organisational practices associated with administrative processes and corporate document templates and provide guidance and support to staff on organisational processes and templates.
- Attend to travel bookings, conference registration and co-ordinate arrangements for Executive Leadership Team as required
- Such other relevant duties as required from time to time which would generally fall within the scope of this position.

POSITION REQUIREMENTS

Essential Skills, Knowledge and Experience

- Demonstrated commitment to work as an effective, positive team member in an environment that encourages staff to maintain a self-motivated, proactive approach and which supports both professional and personal development.
- Significant experience in providing autonomous high-level, professional executive support in a customer-focused business environment, displaying a high degree of judgement, initiative and confidentiality
- Advanced problem solving and decision making skills and the ability to work autonomously
- Excellent interpersonal communication skills including the ability to work with internal and external customers at all levels effectively representing the Manager as required.
- Ability to deliver results including:
 - balancing future requirements with current needs;
 - meeting required deadlines with quality output;
 - applying skills in undertaking projects, and undertake research with limited supervision; and
 - managing workflow and effectively communicating with other parties to ensure deadlines are met.
- Demonstrated advanced knowledge and understanding of the roles and services of the Civil Works Section and Council.
- Proven ability to work as an effective and positive team member in a customer focused and flexible environment and demonstrate a high level of self-awareness and emotional intelligence.
- Demonstrated ability to work autonomously in a fast paced and nebulous environment, exercise advanced judgement and to professionally represent the Manager if required.
- Demonstrated understanding of Local Government meeting processes.
- High level proficiency in the use of a range of computer applications and office equipment and the ability to learn and use new applications.

Qualifications, Training and Licences

- Unrestricted drivers licence – 'C' class is essential.
- Certificate IV in Business Administration/Local Government or other relevant disciplines or equivalent experience in the workplace

WORK HEALTH AND SAFETY

Employees must ensure all work is carried out to meet Work Health and Safety objectives and targets to eliminate risk of injury and illness for themselves and others. Obligations and targets may be met by:

- Complying with the Workplace Health and Safety Act and Regulations;
- Conducting themselves in a manner that ensures their own health and safety and also that of everyone around them;
- Adopting and maintaining safe working practices in accordance with procedures, policy and workplace instructions;
- Using appropriate personal protective clothing and equipment as required and/ or directed;
- Reporting all accidents, injuries, incidents, near misses and damage to plant/ equipment to management as soon as possible;
- Eliminating, reporting or advising a supervisor of potential hazards, hazardous work related conditions and/ or practices; and
- Actively participate in risk assessments of workplace hazards.