

ETHERIDGE SHIRE COUNCIL

MANAGEMENT ROLE STATEMENT



ROLE TITLE: Administration Trainee

DEPARTMENT: Corporate Services

REPORTS TO: Director of Corporate and Community Services

LOCATION: St George Street, Georgetown

DATE PREPARED: October 2019

PREPARED BY: HR

This Statement represents an accurate description of the role of the Administration Trainee.

Signed Position Incumbent:

Dated:

PRIMARY ROLE PURPOSE:

To gain the knowledge and experience required to assist in all administration duties within the Etheridge Shire Council.

ENVIRONMENT

Etheridge Shire Council, *'The Golden Heart of the Gulf'* is a medium sized rural Council which borders Tablelands Regional Council, Charters Towers Regional Council, Flinders Shire Council, Richmond Shire Council, Croydon Shire Council and Carpentaria Shire Council.

The Shire covers an area of 39,039km² the Etheridge Shire is bursting with development opportunities with a current population of approximately 1,000. It is expected to rapidly expand to over 2,500 if the development that is earmarked for the region is approved.

Our new vision for the Shire is one for a *"balanced community with robust economic and environmental assets which supports our youth and the wellbeing of our citizens"*.

Mining, Tourism, Beef Cattle and Agriculture are the predominant industries which is the driving factor behind our economy, but as industry grows and our population steadily growing so will the need for additional services to keep pace with this growth.

The shire has residential, rural/residential and industrial land available. The shire has good community infrastructure in place and we are committed to providing additional infrastructure for future generations to enjoy. The shire is a great place to live, work and play and to bring up children and we are blessed with a caring and committed community.

Council has a current workforce of around 60, an annual operating budget in 2019/20 of \$35.23M and capital works budget in 2019/20 of \$19.42M. Council maintains a combined regional asset base of over \$213M whilst providing community services across the areas of planning and development, community and cultural services, water, waste management, roads and infrastructure, the environment, economic development, childcare, student hostel and health management.

The CEO will be joined by two (2) Directors creating the leadership team that will drive change across the organisation, community and region in coming years. Opportunities for strategic thinkers and 'change agents' exist across the functional areas of Corporate & Finance, Community Services, Environmental Services, and Technical & Civil Services.

The key challenges for the Administration Trainee over the next three to five years include:

- **Team Work:** The ability to effectively communicate the directives of Council.
- **Communication & Interpersonal Skills:** The ability to effectively transfer ideas, concepts and information. The ability to create, maintain and enhance relationships with clients and staff in order to achieve work goals.
- **Leadership:** The ability to create a shared understanding of requirements in the work environment and through influence, enable team members to fully contribute to team and corporate goals.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

Administration Trainee

The incumbent will be responsible for, but not limited to:

- Undertaking a range of clerical, administration, secretarial and finance functions within Council

- Performing all duties and tasks as stipulated under the training agreement, with direct supervision of the Accountable Supervisor and or nominated Council Officers
- Undertaking both internal and external training in accordance with the requirements of Certificate III or IV in Business Administration
- Providing general administrative support, such as data entry, word processing, and filing to officers, as directed
- Attending to enquiries from customers and the general public, both face to face and by telephone
- Assisting with incoming and outgoing mail procedures
- Answering telephones, transferring calls and relaying accurate and timely messages
- Assisting with the processing of accounts, petty cash, receipting, banking and purchase orders
- Assisting with the management of inwards and outwards correspondence records management
- Operating various office equipment including, photocopier, facsimile, document scanner, laminator and binders
- Other duties as directed by Accountable Supervisor or Chief Executive Officer
- Working as a cooperative team member in a multi skilled work environment
- Complying with OH&S requirements regarding work practices and work environment

KEY PERFORMANCE INDICATORS

- Completion of all duties (as noted above) in a timely and efficient manner
- Internal and external customers are dealt with in a professional and courteous manner
- Appropriate notification to supervisor in respect to work absences and leave requirements
- Compliance with all policies and procedures
- Compliance with all workplace health and safety standards
- Punctuality and courtesy at all times
- Compliance of the adopted Code of Conduct

KEY BEHAVIOURS

Integrity:

- Follows through with agreed actions.

Excellent work ethic:

- Follows instructions carefully.

- Anticipates potential problems and addresses them with Supervisor.

Team player

- Attends and participates in team meetings.
- Actively contributes to meeting discussions.

Results orientated

- Sees tasks through to completion.
- Completes tasks within specified time frames.

Commitment to Best Practice

- Follows procedures.
 - Maintains accurate records.
 - Maintains an understanding of Council policies and procedures.

GENERAL INFORMATION AND CONDITIONS

Applicants are required to provide a written overview of their experience in relation to demonstrating their ability to meet the above Key Responsibilities & Accountabilities and provide a Resume with at least two referees.

(the above Key Responsibilities & Accountabilities is not required to be addressed individually within the application to Council)

- Appointment to the position of Administration Trainee will be *engaged under the relevant Award* with an attractive remuneration package to the successful applicant.

QUALIFICATIONS

Minimum completion of Year 10 Secondary Schooling

MEDICAL CONDITION

It is a requirement of the Etheridge Shire Council that a medical examination with an approved General Practitioner be carried out prior to commencing employment. Successful employment will be dependent upon receiving confirmation from the General Practitioner that you are physically able to carry out the work required for this position.

CODE OF CONDUCT

You will be required to inform yourself of the contents of the Shire's "Code of Conduct" and will be required to adhere to the Code.

WORKPLACE HEALTH & SAFETY

You will be required to familiarize yourself with the Shire's Safety Policy and "Safe Plan" procedures. This includes compliance with all of the requirements of Project Safety Plans. This also includes the legal obligations of an employee as defined by the Work Health and Safety Act 2011.

DRUG & ALCOHOL POLICY

As an employee you will be required to participate in Council's Random Drug and Alcohol

testing programme and comply with Councils Drug and Alcohol policy.

PROBATION PERIOD

A probation period of three (3) month applies to this position. This may be extended for a further period of no more than three (3) month should performance not be satisfactory at the expiry of the initial term.

ACCOMMODATION

There is no accommodation provided with this position.

CERTIFICATES, LICENSES, REGISTRATIONS

It is a condition of employment that a Current 'C' class driver's license be maintained at all times. Failure to hold such license may result in termination of employment.

- Council is committed to Equal Employment Opportunity, Diversity and Merit principles.
- Existing Council policy will be applied to assist appointees to relocate.

Applications for this position should be forwarded to:

The Chief Executive Officer
Etheridge Shire Council
PO Box 12
Georgetown, Qld 4871