

# Positions Vacant

## Administration Officer

Position will remain open until filled.

### How to Apply

#### 1. Cover Letter

Provide a cover letter outlining your experience and reason for wanting to apply for this position.

#### 2. Selection Criteria

Address the essential selection criteria listed in the position description

#### 3. Resume

Provide a resume, which includes

- Education and Qualifications
- Professional Development (any other courses you have completed or are enrolled in)
- Computer skills and software packages, you are familiar with
- Employment History (Position, School/Organisation, Dates)
- Copy of Blue Card (if you hold one)
- Name and contact details of two referees

#### 4. Submit your application by

Applications can be emailed to [employment@napranum.qld.gov.au](mailto:employment@napranum.qld.gov.au) or delivered in person to the Napranum Council reception at 320 Wa-Tyne St Napranum.

**Please note: applications that are submitted without a cover letter or information addressing the selection criteria may not be considered.**

# Position Description

Title:	Administration Officer	Classification Level	Level 4
Department	Child & Family Support Services	Award	Queensland Local Government Industry (Stream A) Award – State 2017
Reports To:	NECC Supervisor	Location	Napranum
Nature of Employment	Full time		

## PRIMARY POSITION OBJECTIVE/S

- To provide efficient, effective, and compliant support to the Child and Family Service Division in delivery of key administrative tasks to the Napranum Early Childhood Centre
- Contribute to the development, implementation, and achievement of the Division’s Business Plan.
- Contribute to ensure the NASC meets its statutory obligations in a timely manner.
- To ensure that all the services provided by the Corporate and Community Services Team are of a high standard

## NASC VALUES

Our Values are the principles and beliefs that define who we are as a Council. They provide purpose and direction and help to guide the decisions we make every day to support the implementation of our Corporate Plan in the best interests of the Napranum community.

<b>Local Participation</b>	The diversity of our community is one of our strengths. We are committed to creating and supporting opportunities for local people.
<b>Mutual Respect and Trust</b>	Building and maintaining positive relationships that are based on mutual respect and trust.
<b>Professionalism</b>	We are acting within the limits of our authority and maintain a high standard of ethics and integrity.
<b>Pride</b>	We are demonstrating our pride by connecting with the community and celebrating our successes.
<b>Listening to Our community</b>	Taking time to listen to the people of Napranum to ensure we are working on delivering the programs and services that will make a real difference to people’s lives.
<b>Accountability</b>	We are taking ownership for the decisions and actions that impact our community.
<b>Innovation and Continuous Improvement</b>	We show leadership and encourage new initiatives and a culture of continuous improvement

## JOB RESPONSIBILITIES

- Provide administrative support for the NECC focusing on the following key points:
  - Timely input of data to QikKids or other systems as identified.
  - Discuss and answer enquiries with families as to their account status/ repayment plans/payment dates.
  - Liaise with Finance Department regarding strategies for debt recovery as per council Debt Policy
- Assist Management or the Nominated Supervisor prepare reports and/or documents of high standard covering the following areas:
  - Account management and actions
  - Service delivery
  - Regulatory compliance reports
  - Policy and Procedure
  - Planning

### General Responsibilities

- Perform data entry tasks.
- Conduct spreadsheet/database maintenance.
- General administration, filing and archiving.
- Undertake other duties as directed by the Corporate and Community Services Division Manager.

### Corporate Responsibilities

- Adhere to, and enforce on any other Council staff or visitors, when necessary, all other obligations under the Work Health Safety Act 2011 or as amended or replaced.
- Maintain a high level of confidentiality at all times.
- Represent the Council in a positive and responsible manner at all times.
- Comply with all Council policies and Code of Conduct.
- Undertake all other relevant duties as directed from time to time, consistent with skills, competence, and training.
- The key responsibilities may be modified from time to time to ensure that outcomes are aligned with Council's Operational and Corporate Plans.

## PERFORMANCE CRITERIA

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance indicators shall be those as agreed with the Director of Community, Cultural and Economic Development.
- Work shall be performed in accordance with industry-accepted standards, quality standards and in accordance with the current Work Health and Safety Act 2011 and other legislative requirements and standards appropriate at the time and including Council's policies and procedures.
- Allocated tasks shall be completed within agreed timeframes.
- Follow Council employment and working arrangements, agreements, and rulings on attendance at work and leave. This includes not being absent without approval and accurately and truthfully recording work and leave periods. Employees have an obligation to promptly notify Council as soon as practicable upon becoming aware that they are going to be absent from work.
- Active participation in supervision discussions, performance reviews professional development

activities, staff meetings and training as required or directed.

- Demonstration of a spirit of co-operation towards other employees and the achievement of Council's aims and objectives.

## CORPORATE RESPONSIBILITIES

- Adhere to, and enforce on any other Council staff or visitors, when necessary, all other obligations under the *Work Health Safety Act 2011* or as amended or replaced.
- Maintain a high level of confidentiality at all times.
- Represent the Council in a positive and responsible manner at all times.
- Comply with all Council policies and Code of Conduct.
- Maintain effective Communication.
- Undertake all relevant duties as directed from time to time, consistent with skills, competence, and training.
- The key responsibilities may be modified from time to time to ensure that outcomes are aligned with Council's Operational and Corporate Plans.

## SELECTION CRITERIA

### Skills and Qualifications

#### *Essential*

- Excellent keyboard and numeracy skills, including word processing and computer literacy (Word, Excel, Outlook)
- Understanding of financial data and ability to read financial documents such as Profit/Loss statements and reconcile Bank Statements
- Experience working with QikKids or ability to quickly grasp and use new computer software.
- High level of written and verbal communication skills that result in effective and appropriate communication with a broad range of people internal and external to the Council.
- Demonstrated competence in, report writing and presentations, creating minutes and agendas.
- Demonstrated ability to deal with sensitive, political, and confidential duties.
- Demonstrated ability to plan work, balance workload, achieve set goals and meet deadlines.
- Highly developed organisational skills with the ability to manage time, work output and priorities and handle a range of tasks with competing priorities.
- Ability to achieve effective outcomes within tight deadlines.
- Ability to acquire knowledge of Legislation and Council procedures and policies relating to finance and administrative procedures.
- Ability to obtain and retain a Working with Children Blue Card.
- Agree to a Commonwealth Police Check.

#### *Desirable*

- An appropriate TAFE Certificate or Diploma in Local Government Administration / Business Administration or similar, or progression towards completing such a qualification.
- Experience in Local Government (or similar)
- Working knowledge of structure and role of local government, including awareness of Local Government Act 2009 and associated Regulations.

**NAPRANUM ABORIGINAL SHIRE COUNCIL**  
**POSITION DESCRIPTION – ADMINISTRATION OFFICER NECC**



- Experience in working in a tropical climate.
- Knowledge and experience in working with Aboriginal and Torres Strait people.
- Be physically fit and healthy to be able to meet the requirements of the position.

### EXTENT OF AUTHORITY

The incumbent is expected to exercise initiative, sound judgement and situational sensitivity at all times. Decisions and actions are to be consistent with (and within the scope of) the achievement of the position's objectives.

They must also reflect Council's strong commitment to outstanding client service.