



# Performance Profile

## Administration Officer Civil Infrastructure

Our Vision	Our Objectives	Our Values
A vibrant coastal community, connected to the environment, living the village lifestyle.	<ul style="list-style-type: none"> <li>Enhance community connection and well-being.</li> <li>Operate as environmental custodians for the future.</li> <li>Support local jobs, industry, and small business and facilitate sustainable development.</li> </ul>	Consistency Sustainability Honesty Integrity Teamwork Transparency Respect
Our Commitment		
Protect what makes us special, improve our quality of life, and plan for future generations.		

<b>Position:</b>	Administration Officer Civil Infrastructure	<b>Direct Reports:</b>	No direct reports
<b>Level:</b>	Level 5		
<b>Department:</b>	Civil Infrastructure		
<b>Reports to:</b>	Manager Civil Infrastructure & Waste Operations		
<b>Status:</b>	Casual		

Performance Summary
<p>The Administration Officer Civil Infrastructure is expected to:</p> <ul style="list-style-type: none"> <li>Embrace change, provide high level customer service that drives business efficiency</li> <li>Have an excellent level of inter-personal and communication skills, delivering a high level of service to a diverse range of clients both internally and externally</li> <li>Be solution focused and have a 'can do attitude'</li> <li>Champion the Shire's vision, values and objectives.</li> <li>Be inspired and motivated as part of the Infrastructure &amp; Assets team.</li> </ul>

### **Key Responsibilities**

- Provide a high level of administration support for the Infrastructure and Assets Directorate (this includes - Waste Services, Civil Infrastructure and Parks & Gardens)
- Respond to routine enquiries, service requests and correspondence, and provide assistance to the Manager Civil Infrastructure & Waste Operations and Coordinator Parks & Reserves as required
- Assist the Manager Civil Infrastructure & Waste Operations with delivery of civil projects
- Assist the Manager Civil Infrastructure & Waste Operations with operational improvement projects
- Assist with improving WHS compliance across the team
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures
- Other administration duties, as required by the Manager Civil Infrastructure & Waste Operations and the Coordinator Parks and Reserves

### **Position Requirements**

- Relevant administration experience in a similar role
- Proficient in Microsoft Office. Knowledge of Synergy Soft and RAMM (beneficial)
- Knowledge of Local Government functions and activities
- 'C' Class Driver's Licence
- Current National Police Clearance.

### **General Accountability, Attitude, Behaviour and Conduct**

Every person carrying out work for the Shire has a personal accountability, obligation and responsibilities, attitudes, behaviour and conduct, as detailed in the Shire's Code of Conduct, including:

- Adhering to management directives and approved policies and procedures.
- Taking reasonable care to ensure personal safety and health at work of themselves and other persons.
- Adhering to lawful and reasonable directions from the employer and particularly those relating to employee integrity, confidentiality, Shire reputation, efficiency, fraud and corruption prevention.
- Respecting and maintaining Shire values and culture.

### Certification

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

**NAME** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**MANAGER** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**PERFORMANCE PROFILE REVIEWED**

**DATE** \_\_\_\_\_