



Position Description

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"> Enhance community connection and well-being. Operate as environmental custodians for the future. Support local jobs, industry, and small business and facilitate sustainable development. 	Consistency Sustainability Honesty Integrity Teamwork Transparency Respect
Our Commitment		
Protect what makes us special, improve our quality of life, and plan for future generations.		

Position:	Administration Officer Civil Infrastructure	Direct Reports:	No direct reports
Department:	Civil Infrastructure		
Reports to:	Manager Civil Infrastructure & Waste Operations		

Performance Summary
The Administration Officer Civil Infrastructure is expected to: <ul style="list-style-type: none"> Embrace change, provide high level customer service that drives business efficiency 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 Be solution focused and have a 'can do attitude' Champion the Shire's vision, values and objectives. Be inspired and motivated as part of the Infrastructure & Assets team.
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 _____