



VACANCY SENIOR ADMINISTRATION OFFICER

INFORMATION PACKAGE

Contact Us

08 9645 2400

shire@quairading.wa.gov.au

PO Box 38

Quairading WA 6383

@ShireOfQuairading



LOCATION

Shire of Quairading - 10 Jennaberring Rd, Quairading WA

DEPARTMENT

Corporate Services

SALARY

Local Government Industry Award 2020

ABOUT QUAIRADING

The Shire of Quairading is a beautiful town nestled in the Wheatbelt of Western Australia, just 1.5 hours' drive from Perth on the York-Quairading Road. A vibrant community with a population of 1200, our biggest industry producing cereal and grain crops, forestry, wool, sheep and cattle, supported by rural service industries. The Region is rich in natural, Indigenous and colonial history.

Quairading is well-serviced including through access to a childcare centre, primary and district high schools, hotels, restaurants, leisure facilities. We are also on the doorstep to many natural and historic attractions.

ORGANISATIONAL RELATIONSHIPS

Responsible to:

Executive Manager Corporate Services

Supervision of:

Nil

Internal & External Liaison: -

Internal

- Shire President
- Councillors
- Chief Executive Officer
- Executive Management Team
- Employees

External

- Residents, ratepayers and the general public
- Community groups
- Culturally diverse people
- Government, non-government and private organisations
- Contractors, product and service suppliers

EXTENT OF AUTHORITY

This position operates under direction of the Executive Manager Corporate Services in accordance with:

- Established organisational systems, guidelines, policies and procedures, including those formally endorsed by Council.
- Local Government Act 1995, Workplace Health & Safety Act 2020, National Employment Standards, Equal Opportunity Act 1984 and other workplace legislation.
- Specific workplace law related to bullying behaviour in the workplace, equal opportunity and occupational health & safety.
- Strategic Community Plan.
- Corporate Business Plan.
- Reconciliation Action Plan.
- Disability Access Inclusion Plan.
- Code of Conduct and Customer Charter.
- Delegated authority as prescribed in the Delegations Register.

PURPOSE OF POSITION

This position aligns with the following strategic initiatives within the Strategic Community Plan, as follows:

- SP2.4 Encourage local workforce participation
- SP5.1 Shire communication is consistent, engaging and responsive
- SP5.4 Implement systems and processes that meet legislative and audit obligations

The primary intents of this position are:

- To manage the provision of a high-level and culturally responsive front desk, online and telephonic customer service that meets the expectations of the community.
- To develop and maintain the organisations human resources and information management systems, policies and procedures in accordance with legislation.
- To provide a high standard of administrative services.
- To manage discrete projects within the Corporate Services directorate.

ROLES & RESPONSIBILITIES

Human Resources Management/Payroll Administration

- Develop and maintain the organisation's human resources system, policies and procedures in accordance with the Local Government Industry Award, standards and relevant organisational policy.
- Assisting in the preparation, creation and review of position descriptions
- Assisting in the advertising and job application process
- Assisting in the initial screening of candidates against job criteria
- Arranging interviews, pre-employment and all paperwork required for the hiring manager
- Finalising appointments, ensuring paperwork and correspondence is completed
- Finalise onboarding of new employees in Payroll system
- Administer fortnightly payroll processing, ensuring compliance with contracts and awards
- Ensuring compliance against applicable Awards and other legislative requirements
- Providing a high-level of customer service to staff who are seeking assistance; and
- Researching and investigating matters relating to human resources in applicable Awards, legislation, employment contracts and other areas as required.

Compliance

- Assist the Executive Officer in ensuring compliance with legislation and regulation regarding HR.
- Ensuring up-to-date licenses, cards and qualifications are held by all employees at the time of employment
- Facilitating and recording employee participation in training opportunities to ensure licenses, cards and qualifications are kept up-to-date
- Assisting in WHS compliance in collaboration with the Management Team and HSRs

Information Management (Including Record Keeping)

Develop and maintain the organisation's information management system, policies and procedures in accordance with the Local Government Act 1995, the State Records Act 2000, the Freedom of Information Act 1992, the Privacy Act 1988 and relevant organisational policy.

- Managing the Shire's record keeping systems, policies and procedures
- Managing the document retention, archival, sentencing and disposal process
- Ensuring organisational compliance with information management policy and practice
- Providing ongoing training and support to the organisation
- Performing periodical compliance audits on information management data
- Managing incoming and outgoing correspondence; and
- Assisting with Council agendas, minutes and other documents.

Corporate Services Project Leadership

Assist in the provision of discrete projects within the Corporate Services directorate.

- Project delivery including scoping, planning, design, procurement and implementation
- Deliver projects including supervision and management of contractors and consultants
- Assist in the implementation, development and configuration of system modules
- Work with departments to discover efficiencies in business processes and/or systems; and
- Provide advice, guidance and training to develop the knowledge and skills of Shire staff to assist them in maximising their operational use of the Council's systems.

Customer Service & Administration

Support the organisations customer service and administrative requirements with adherence to legislation, policies and procedures.

- Support the Customer Service Team, ensuring provision of a high-quality service
- Assist in the provision of front counter customer service queries and transactions, including Department of Transport transactions (external training required)
- Assist in identifying, reviewing and implementing strategies to increase service quality and efficiency
- Administer customer service systems, processes and service levels
- Perform high quality administrative functions to assist in efficient office operations
- Produce reports and correspondence in a timely and accurate manner; and
- Ensure compliance with all policies and procedures.

Perform other reasonable duties as requested, within the scope of this position and in accordance with skills, knowledge and experience.

SELECTION CRITERIA

QUALIFICATION

Essential

- Year 12
- Drivers Licence "C" Class - Unrestricted

Desirable

- Completion of a Finance or Administration course (or similar)

KEY SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- Customer service skills and experience in a customer service environment
- Strong working knowledge of administration and office procedures
- Administrative and time management skills
- Demonstrated proficiency in the use of computer systems and contemporary office technologies (Synergy Soft and Microsoft Suite highly desirable)

Desirable

- Knowledge of records management policies and procedures
- Experience in the administration of Human Resources and/or payroll functions
- Experience within information systems and/or project management
- Familiarity with Local Government operations and services

PERSONAL SKILLS

Essential

- Well developed interpersonal and customer service skills
- Strong communication skills, written and verbal
- Proficient time management, attention to detail and prioritisation skills
- Ability to work efficiently with minimal supervision

WORKING CONDITIONS/OHS CONSIDERATIONS

Occupational Safety and Health

Comply with the Shire's WHS Policy and other Shire WHS policies and procedures and legislation relevant to the role and responsibilities, including assuming responsibility for the proper use of all shire equipment under direct control of the incumbent.

In accordance with organisational policy and procedures, the person in this position will report all hazards, incidents and near misses in the prescribed timeframe. Assist in the management and drive of the Shire's WHS Management Systems adopting a pro-active approach to all shire activities that the incumbent is responsible for and ensure that all risks are identified, quantified and controlled ensuring Shire employee's, contractors and the community are protected against preventable injuries and damage to property.

Compliance

This position will comply with all legal obligations, including by complying with:

- Workplace Health & Safety Act 2020;
- Organisational workplace health and safety policies and procedures;
- Local Government Industry Award 2020;
- Local Government Act 1995;
- National Employment Standards;
- Equal Opportunity Act 1984;
- Code of Conduct;
- Customer Charter; and
- All other applicable workplace policy and legislation.

POSITION PRE-REQUISITES

No formal offer of employment will be made until the following employment prerequisites are met:

- Pre-employment examination;
- Current National Police clearance; and
- Must comply with current State Government COVID-19 directions regarding vaccinations.

TERMS OF EMPLOYMENT

Award/Level

Local Government Industry Award 2020.

Position Status

Permanent, full-time.

Hours of Work

Full-Time

80 Hours per fortnight, accruing 4 hours RDO a fortnight.

Award Level

Level 5

Gross Annual Salary

\$70,000 - \$75,000

Superannuation

11% Employer Superannuation Guarantee Contribution.

Probation

3 months from commencement date. The CEO reserves the right to extend the probation period by a further 3 months.

Performance Review

Annually – to be undertaken by the EMCS.

Annual Leave

Employee will be entitled to 4 weeks Annual Leave with 17 ½% Loading on Entitled Annual Leave.

Uniform/Clothing Allowance

\$400 per annum, upon successful completion of probation.

Council loyalty scheme

Applies to this Position (in addition to gross salary)

1st year of service \$10 per week

2nd year of service \$20 per week

3rd year of service \$30 per week

4th year of service \$40 per week

5th year of service and thereafter \$50 per week

Gym/Pool Memberships

Employee will be entitled to a 25% discount on individual memberships to the Quairading Gym and Quairading Swimming Pool.

APPLICANT NOTES

Thank you for your enquiry regarding the advertised position. These notes are provided to assist you in the preparation of your application and to help evaluate your application.

Application:

Your application should include a covering letter explaining your interest in the position and addressing the selection criteria points plus a current resume detailing your contact details, qualifications, experience and attributes for the position. It is essential that the information you provide is clear, concise and relevant. Applicants who best demonstrate that they meet the competency requirements will be shortlisted.

Lodgement of Application:

Applications should be emailed to marion.haeusler@quairading.wa.gov.au. Applications will close on Friday December 22, 2023. The Shire reserves the right to begin interviewing and shortlisting before this date. In fairness to all applicants, late applications cannot be received unless permission has been sought prior to the closing date. The Shire reserves the right to close this vacancy early if a suitable candidate is selected from received applications.

Referees:

Applicants should provide the names and contact details of at least two current referees in their application. This will include two managers or suitably senior colleagues that can comment on work outcomes, competencies and behaviours that are relevant to this position.

Other Documents:

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Nonetheless, the Council may ask to sight the originals at a later time.

Interviews:

Interviews will be conducted face to face in Quairading. However, if this is not possible an interview may be conducted by video link or electronic means eg. Zoom.

Background Checks:

Third party background checks will be undertaken for the preferred applicants – this includes qualification, National Police Certificate, identify and employment history verifications.

Pre-employment medical

The preferred applicants will be required to undertake a pre-employment medical to ascertain if they are fit and can safely perform the inherent requirements of the role.

Position Start Date

The position is for an immediate start.

Equal Opportunity:

Council maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

Website:

The Shire maintains a website www.quairading.wa.gov.au which contains substantial information.

Further Enquiries:

If you require any further information during the recruitment process, please contact:

Marion Haeusler, Executive Officer 08 9645 2400

marion.haeusler@quairading.wa.gov.au