



Northern Peninsula Area Regional Council POSITION DESCRIPTION

Position number	TBA	Date of last review	September 2023
Position Title	Administration Officer – Rangers		
Award	<i>Queensland Local Government Industry (Stream A) Award – State 2017</i>		
Classification	Band 1 Level 1 – 2 (Dependant of Skills and Quals)		
Division	Operations		
Section	Rangers		
Location	NPA Region		
Employment Type	Permanent Fulltime – Fixed term 11 months		
Supervisor	Ranger Coordinator		
Direct Reports	Nil		

ORGANISATIONAL ENVIRONMENT

Our Vision - Where do we want to be in 5 years?

Build a sustainable, culturally vibrant and connected community

Our Mission - How will we achieve our Vision?

By growing indigenous and local opportunities, enhancing, preserving and protecting our unique physical environment and unique Cultural Heritage, prolonging and enriching the lives of our People, promoting unity and leading multi-generational change.

Our Values - What do we believe in?

1. Community Focused
2. Respect and support for environment, culture and our people
3. Transparency and accountability
4. Working with Stakeholders to plan and actively share responsibility for improving sustainable service provision for community
5. Providing a safe and healthy working environment

PRIMARY OBJECTIVE OF POSITION

The position is to provide quality high quality Administrative support to the Rangers sections of Council. Along with being responsible for the reception area function, ensuring service is professionally maintained at all times.

CONDITIONS OF EMPLOYMENT

The conditions of employment for this position are in accordance with the *Northern Peninsula Area Regional Council Certified Agreement 2019*, the *Queensland Local Government Industry (Stream A) Award – State 2017*, Council's policies and procedures, Council's Code of Conduct and other legislative requirements.

WORK HEALTH AND SAFETY RESPONSIBILITIES

The employee shall comply, so far as is practicable, with:

- the *Work Health and Safety Act 2011* and associated Regulations and Codes of Practice

- Council's Workplace Health and Safety Policies and Procedures
- instructions given by their Manager in respect of the Health and Safety of themselves and the Health and Safety of other persons

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

KEY ACCOUNTABILITIES:

Duties and responsibilities include but are not limited to:

1. Administration. Provide comprehensive, accurate and timely administrative support, ensuring confidentiality is maintained. Contributing to the research and compilation of documents, reports and submissions.
2. Reports, Agendas and Minutes: Preparation of reports, agendas and minutes, ensuring that documents are appropriately managed and recorded.
3. Finance Assistance. Support end to end financial services for the department eg: raising purchase orders, requisitions etc.
4. Enquiry Management. Liaise with internal and external customers, ensuring queries are escalated appropriately, resolved in a timely fashion and customer expectations are managed.
5. Record Management. Ensure records are accurate and filed appropriately.
6. Data Integrity. Ensure integrity of data and templates is maintained to a high level, including monitoring of version control.
7. Procurement. Provide administration support to tender and quotation procurement processes
8. Additionally, this position may be required to conduct other duties as lawfully directed by the reporting manager.

General Duties

- Maintain office equipment and report malfunction, follow up that work is completed.
- Report any repairs & maintenance issues to the properties and facilities team relating to your office.
- Ensure to risk manage your offices and keep them safe and accessible to the public for use.
- Ensure office supplies are sufficient
- Prepare your timesheet weekly

Selection criteria

1. Good written and verbal communication skills
2. Experience in Administration support, with friendly 'willing to help' attitude
3. Organised and careful, with attention to detail
4. Proven ability to use MS Word, Excel, Outlook and an ability to become proficient in the use of corporate IT Systems such as electronic record and document management system (TRIM)
5. High level of reliability, honesty & integrity
6. Ability to solve problems
7. Proven ability to work as a part of a team.

Desirable

1. Hold current drivers licence
2. Certificate in Business or equivalent

We agree that this Position Description accurately reflects the role.

Employee Name: _____ Signature: _____ Date: _____
(Print)

Manager Name: _____ Signature: _____ Date: _____
(Print)

Executives Name: _____ Signature: _____ Date: _____
(Print)