



## POSITION DESCRIPTION

### NORTHERN PENINSULA AREA REGIONAL COUNCIL (NPARC)

Position number	TBA	Date of last review	February 2024
Position Title	Workshop, Administration Officer		
Classification	Band 1 Level 2-3		
Division	Operations Department		
Section	NPARC Workshop		
Location	NPA Region		
Position Status	Full Time		
Supervisor	Manager, Fleet and Workshop		

#### 1. NPARC ORGANISATIONAL ENVIRONMENT:

##### Mission:

*To support the provision of high standard local government services and economic growth of the Northern Peninsula Area through the sustainable use, development and management of land, water, and native vegetation resources, whilst protecting the rights and interests of both the individual and the community.*

##### Vision:

*With Respect and pride, we will build a future for our children based on unit, equitable self-governance, education, and culture.*

##### Responsibilities:

The Council is charged with the responsibility of ensuring a wide range of local government services are available throughout the communities of the Northern Peninsula Area including housing, kerb-side collection of rubbish and land-fill disposal, potable water supplies and effective wastewater disposal systems.

The NPARC must work closely with the community and funding agencies to ensure the necessary resources are available for these purposes.

#### 2. PRIMARY OBJECTIVES OF THE POSITION:

The Position is responsible for general administrative duties for Plant and Maintenance workshop and providing range of support services including maintenance schedules, orders and purchasing maintain service records and good communication skills.

The position is responsible to assist in developing and implementing workplace health and safety strategies, policies, and practices to ensure compliance with legislation and protect the health and safety of employees.

**3. CONDITIONS OF EMPLOYMENT:**

The conditions of employment for this position are in accordance with the NPARC Certified Agreement 2023, The Queensland Local Government Industry (Stream A" Award) – State 2017, Council's policies and procedures, Council's Code of Conduct, and other legislative requirements.

**4. WORKPLACE HEALTH & SAFETY RESPONSIBILITIES:**

The employee shall comply, so far as is practicable, with the Workplace Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Policies and Procedures and shall comply with instructions given by his or her Manager and / or Supervisor 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.

**5. KEY DUTIES AND RESPONSIBILITIES:**

*Duties and responsibilities include but are not limited to:*

- **Assist in general administrative duties within the NPARC Workshop**
- Update and maintain the Council's plant and fleet register.
- Ensuring Council's fleet is registered and insured.
- Liaise with plant and fleet users to schedule services.
- Maintain plant servicing records utilising Council's asset management System.
- Coordinate the completion and submission of insurance claim for
- **Provide reception services including assisting with client enquiries.**
- **Maintain filing and records system both electronics and physical; scanning, create files in share drive, updating forms and other documents into TRIM.**
- Assist in preparation with timesheet on a weekly basis.
- Assist with purchasing functions as required.
- Perform other Office duties as required.

**6. SELECTION CRITERIA:**

1. Knowledge of Administration principles and practices
2. Demonstrated self – motivated with well-developed administrative and organisational skills.
3. Good verbal and written communication skills including the ability to liaise and negotiate with a wide range of people at all levels.
4. Good computer skills including experience in the use of the Microsoft Office suite of applications.
5. Good judgement and discretion and the capacity to always maintain confidentiality.

- 6. Sound understanding of asset management practices as they relate to Fleet management.
- 7. Current "C" Class Manual Driver's License is desirable.

We agree that this Position Description accurately reflects the role.

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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Exec. Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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