



Position Description

A. POSITION PROFILE

Position:

Administration Officer

Position Evaluation:

Award: Band 3 Level 2

Salary System Grade: 11

Conditions of Employment:

Local Government (State) Award

Permanent Full Time

Additional Benefits:

Nine Day Fortnight

Position Occupant:

Vacant

Department:

Corporate

Section/Group:

Finance

Location:

Cootamundra ☒

Gundagai ☒

Direct Supervisor:

Accountant

Number of Staff Supervised by this position:

0

B. STATEMENT OF FUNCTION

This role is responsible for a variety of administrative and clerical tasks and provides support council wide, as defined by policy and procedure related to contracts, procurement, grants and other business functions.

C. KEY RESPONSIBILITIES

1. File and manage accurate electronic records.
2. Action tasks in line with policy, procedure and/or supervisor instruction.
3. Communicate effectively with other staff to resolve issues and obtain required information.
4. Act as a point of contact for other staff requiring information/documentation.
5. Provide polite and professional assistance via phone, mail and e-mail.
6. Ensure all tasks are completed in an accurate efficient and effective manner.

D. DUTIES

1. Record documentation related to procurement, grants and contracts in an electronic filing system in a complete and accurate manner.
2. Ensure timely and accurate compliance with Council's policy, procedure and statutory requirements.
3. Provide documentation as requested by management or other key staff e.g. a copy of a specific contract.
4. Provide administration support to staff who are undertaking procurement, e.g. advertising tenders and ensuring process is compliant with policy, procedure and statutory requirements.
5. Provide administration support for staff who are responsible for grant funded projects. e.g. recording the grant deed, keeping a track of milestones and providing information to assist in the acquittal process.
6. Undertake general administration tasks, on an ongoing or ad hoc basis such as data entry, filing and handling internal communication and correspondence as instructed by your supervisor.
7. Review electronic filing systems to ensure accuracy, perform reconciliations and resolve any discrepancies through communication with other staff.

E. ESSENTIAL CRITERIA

1. Professional Qualification such as a certificate III in business administration or a related discipline.
2. Demonstrated experience (minimum 4 years preferred) in business administration.
3. Demonstrated understanding and experience in electronic record keeping processes.
4. Strong computer literacy and experience with Microsoft office suite and other software.
5. Accurate record keeping skills and attention to detail, including the ability to track the progress of ongoing matters and identify and address errors.
6. Demonstrated interpersonal skills when interacting with a range of internal and external stakeholders.
7. Demonstrated research, analytical and problem-solving capability.
8. Demonstrated time management skills, with the ability to prioritise and organise own workload and work with a minimum of supervision.
9. Current NSW Class C Driver's Licence.

F. DESIRABLE CRITERIA

1. Experience working in Local Government and understanding of the NSW Local Government Act 1993.
2. Experience with contracts, procurement or grant administration.