

CITY OF GREATER GEELONG

POSITION DESCRIPTION

GREATER GEELONG: BUILDING OUR COMMUNITY THROUGH ENTERPRISE, OPPORTUNITY AND INNOVATION IN A QUALITY ENVIRONMENT

POSITION TITLE:	Senior Administration Officer
POSITION NUMBER:	2547
DIVISION:	Investment and Attraction
DEPARTMENT:	Revitalising Central Geelong Partnership
CLASSIFICATION:	Band 5
REPORTS TO:	Coordinator Revitalising Central Geelong Partnership
DIRECTLY MANAGES:	N/A
INTERNAL LIAISONS:	Council staff, Administrators and Councillors.
EXTERNAL LIAISONS:	State government staff, Geelong Authority members, property owners, business owners & operators, consultants, community groups, general public.
DATE:	March 2017

POSITION OBJECTIVES:

This position will deliver professional administrative and general support services to the Revitalising Central Geelong Partnership including a broad range of word processing, general clerical, financial and administrative duties.

This position will also provide executive support to the Geelong Authority including the preparation of meeting agendas, recording of minutes and general correspondence.

POSITION RESPONSIBILITIES:

Key Responsibilities:

1. Perform administrative and secretarial support functions for the Geelong Authority including preparation of agenda's, taking minutes at meetings, transcribing and distributing minutes.
2. Process invoices, purchasing and finance administration within budget guidelines and delegation levels.
3. Coordinate and administer meetings and workshops, liaising with internal and external stakeholders.
4. Word processing and database input and administration with regard to accuracy and quality.
5. Preparation of visual presentations.
6. Prepare, administer and follow-up on correspondence, mail and file movements in line with Corporate Records Management and internal document control procedures.
7. Attend to telephone and visitor enquiries.

8. Assist with project work when required.
9. Adhere to all Council's policies and procedures relevant to this position.
10. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

Values:

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work
- Make people the centre of our business

Risk Management and Occupational Health & Safety Responsibilities:

- Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behaviour does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

- Manual handling tasks.
- Prolonged periods of inactivity eg. sitting at the computer.
- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

KEY SELECTION CRITERIA:

Essential:

1. Secretarial, Administration and financial experience, including, preparing meeting agendas, minute taking & transcribing.
2. Competency in Oracle Financials, processing invoices and generating reports.
3. Proficiency in the use of a PC; advanced skills in MS Office (Word, Excel, PowerPoint).
4. Ability to effectively plan, organise and manage time to achieve targets.
5. Ability to establish rapport with people through a friendly, helpful and customer service attitude.
6. Ability to multi task with strong attention to detail.
7. Flexibility of hours (early morning and evening workshops and meetings will occur).

Desirable:

8. Previous experience within local or state government.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- The position is responsible for providing efficient and effective administrative support to the Revitalising Central Geelong Partnership and other special committees as required.
- Freedom to act is governed by clear objectives and budget, in consultation with the Coordinator.
- The position is accountable for the confidentiality of all documents within the control of the position.
- The position operates according to the policies and procedures of the City of Greater Geelong and any relevant legislation.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.

JUDGEMENT AND DECISION MAKING:

- Understanding of the workings of the department and an appreciation of the Revitalising Central Geelong Partnership's role and responsibilities within the broader organisational and political context of the Council.
- The position requires someone to be able to exercise judgment in terms of enhancing existing processes to bring about improvements.
- Prioritise daily routine functions to coordinate with specific tasks and meetings.
- Demonstrate initiative in all aspects of the position.

SPECIALIST SKILLS AND KNOWLEDGE:

- Demonstrate attention to detail and diligence in undertaking work.
- Competency with Oracle Financials, MS Word, MS Excel, MS Powerpoint and REX.
- Proficiency and experience in minute taking and transcribing.
- Ability to quickly learn other electronic applications.
- Superior keyboard skills.
- Well developed literacy, numeracy and communication skills.
- Strong organisational skills and knowledge of establishing systems, procedures and priorities.
- Experience in customer service and / or reception.

MANAGEMENT SKILLS:

- Highly developed organisational skills and the ability to manage a range of tasks simultaneously and anticipate the needs and set priorities for the Manager.
- Ability to manage time, set priorities, plan and organise one's own work and others where required, within agreed timelines and resource constraints.
- Ability to work efficiently and effectively without supervision and direction.
- Demonstrated ability to work under pressure.
- Ability to initiate appropriate action to ensure the customer receives the best possible service.
- Understanding of and ability to implement Council's personnel practices including Equal Employment Opportunity, Occupational Health and Safety, training and development.

INTERPERSONAL SKILLS:

- Highly developed interpersonal skills with the ability to establish rapport and proactively cultivate and maintain strong team relationships among colleagues within the organisation and with external stakeholders.
- Well developed written communication skills to prepare correspondence, drafting reports, research (including use of the Internet), minutes and presentations for the Manager.
- Friendly, courteous and welcoming personality.
- Positive attitude, high level of enthusiasm and strong team participation skills.
- Ability to work under pressure and meet strict guidelines.
- Ability to work without supervision.
- Ability to adapt to changing priorities.

QUALIFICATIONS AND EXPERIENCE:

- Secretarial, Administration and financial experience, including, preparing meeting agendas, minute taking and transcribing.
- Experience that demonstrates the skills and character attributes to achieve the objectives of this position.
- Previous experience within the local government sector would be highly regarded.

ADDITIONAL INFORMATION:

- Flexibility of hours is required (early morning and evening workshops and meetings will occur).

HOW TO APPLY

Applications close: 5:00pm Friday 31 March 2017

Contact Person: Virginia Lee-Laurie, Coordinator Revitalising Central Geelong,
03 5272 4265

Submit your online application at <https://www.geelongaustralia.com.au/employment>

If you are unable to submit an online application please send your application to:

Recruitment Administration Officer
Organisation Development
City of Greater Geelong
PO Box 104
GEELONG VIC 3220

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