



POSITION DESCRIPTION

POSITION TITLE:	Administration Assistant – Compliance & Depot
DEPARTMENT:	Development & Environmental Services Infrastructure Department
TENURE:	TBC
CLASSIFICATION:	TBC
REPORTS TO	Development & Environmental Services Manager Technical Officer
INSTRUMENT OF EMPLOYMENT	Tasman Council Enterprise Agreement
LOCATION:	Tasman Council Office – 1713 Main Road, Nubeena
DATE APPROVED:	TBC

POSITION OBJECTIVES

The primary focus of this role is to provide high level accurate administrative support in the processes undertaken by the Development and Environmental Services Department and the Infrastructure Department. This includes the provision of clear and accurate information to the Development and Environmental Services Manager, the Technical Officer, and other Tasman Council Officers as required.

This role will assist the Development and Environmental Services Department and the Infrastructure Department with all administration requirements, customer enquiries and other duties as directed, and as such it requires the provision of courteous, professional service in an efficient and effective manner.

KEY RESPONSIBILITIES AND DUTIES

- To provide accurate, effective and efficient administrative support through the use of a range of technologies and applications as used by the Tasman Council.
- Provide telephone and administrative services and ensure the prompt, sensitive and confidential handling of enquiries.
- Assist with the processing of regulatory and compliance applications and ensure the accuracy and completeness of information contained in these documents.
- Provide clear, concise and accurate information on all aspects of various application processes and the information required to submit regulatory applications to applicants and potential applicants.



- Update and maintain office records as they pertain to the Development and Environmental Services Department and the Infrastructure Department and provide information as requested from those records to other staff within the organisation.
- Assist in the preparation of Section 337 Certificates.
- Provide administrative support to the Infrastructure Development, including but not limited to responding to the public and community members in relation to concerns and requesting, ordering provisions such as uniform, tools and other items, contacting contractors and suppliers for pricing and quotations.
- Other tasks and responsibilities as directed by the Development and Environmental Services Manager and the Technical Officer, provided that they fall within the general scope of the position and the skills and experience of the incumbent.

ORGANISATIONAL RELATIONSHIP

Reports to	Development and Environmental Services Manager Technical Officer
Supervises	Nil
Internal Liaisons:	All Council Officers and Consultants/Contractors.
External Liaisons:	Members of the community, other authorities State and Australian Government Agencies and any other organisations and persons as directed by the Development and Environmental Services Manager and the Technical Officer.

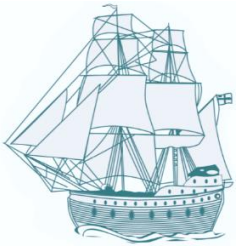
DELEGATION AND AUTHORITY

As an employee of Tasman Council, you will have delegated powers under the *Local Government Act 1993* and other Acts, whilst performing this role.

WORK ENVIRONMENT/TECHNOLOGY

The employee

- Will be highly competent in the use of office equipment including but not limited to computers and use their relevant software, telephones, photocopiers and other associated office equipment within an office environment.
- Will have access to and may be expected to drive a Council vehicle as required.
- Is expected to exercise a standard of care in the performance of their duties to minimise their exposure to risk, and to minimise the occurrence of accidents to themselves and others.
- Is expected to use equipment in a responsible manner, exercising due care to minimise wastage and risk to others.



- Will ensure personal work practices comply with relevant Work Health and Safety legislation.
- Is expected, within the scope of this position, to display a degree of initiative in regard to routine matters and work under minimal supervision ensuring that appropriate Tasman Council policies and procedures are adhered to and that work is of a high standard.
- Will be working in an environment where flexibility and a willingness to share responsibilities, especially those that relate to customers, is expected.
- Will exercise judgement and discretion on routine matters and seeks direction from the Development & Environmental Services Manager and Technical Officer (their delegate or the appropriate Manager within Council) on more complex matters.

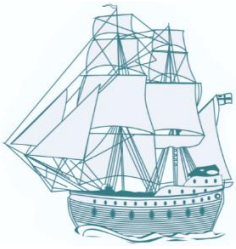
General

You must at all times:

- Act according to the integrity and ethical standards expected of any employment with the Tasman Council and in a manner which is consistent with Council policies determined from time to time.
- Perform duties diligently, with professionalism, objectivity and integrity.
- Undertake all functions and responsibilities in an economical, effective and efficient manner.
- Observe fairness and equity in dealings with colleagues and members of the public.
- Observe all legislative requirements and other lawful directions that relate to your functions and responsibilities.
- Avoid any real or apparent conflict of interest in all matters related to your employment.
- Not accept any gift or benefit arising out of the performance of your duties without Councils permission or declaring the gift or benefit to the General Manager or a Departmental Manager.
- Refrain from using your position to seek or obtain any financial or other advantage for yourself or any other person.
- Maintain confidentiality at all times.

Additionally

- You must not disclose or use for personal advantage or for advantage of any other person any information gained during and in consequence of your employment except as may be required by law.
- Upon termination, resignation or expiry of this agreement, you must return to the Council or its authorised representatives, any property belonging to Council.
- You must not, whether during or after your employment with the Council, make any improper disclosure or use of any confidential information.



- You must use your best endeavours to prevent the improper publication, disclosure or use of any confidential information by anyone else and if you believe this has occurred or is occurring you must report it to the Development and Environmental Services Manager immediately.

Multi-skilling

A Departmental Manager or the General Manager may direct an employee to carry out such duties or responsibilities as may be necessary for the effective administration of the Council, provided that the general provisions of the appropriate Award and/or Enterprise Agreement are complied with and the duties and responsibilities fall within the skills and qualifications of the incumbent.

Judgement and Decision Making

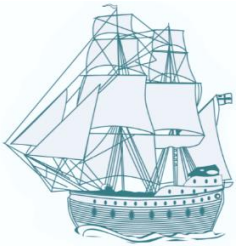
- Provision of accurate and timely advice to the Development and Environmental Services Manager and the Technical Officer and all other liaisons.
- Compliance with all deadlines, and the ability to select the most appropriate procedure, method and equipment required to meet deadlines.
- Under the direction of the Development and Environmental Services Manager review and improve policies and procedures as instructed or required.

Specialist Knowledge and Skills

- Demonstrate excellent time management skills and the ability to prioritise own work and meet deadlines in a timely manner.
- A thorough understanding of the roles and functions of the Departments and Local Government responsibilities.
- Strong knowledge of office and administration procedures.
- Proficient computer skills with particular emphasis on accuracy and grammatical correctness.
- An understanding of the function of the position within its organisational context, including relevant policies, regulations and procedures.

Interpersonal Skills

- Ability to cooperate with and gain commitment from both the public and other Officers in order to exchange information.
- Ability to follow instruction and undertake tasks as directed in a timely manner.
- Effective use of initiative and judgement within the scope of the position and when called upon to do so.



- To maintain a courteous, cooperative working relationship with Managers, other departments and the general public to project a high public image of the Council.
- Maintain a high level of confidentiality and discretion in the handling of a wide range of information
- Ability to contribute to the operations of a strong and cohesive team.

Work Health & Safety

- Comply with all Work Health and Safety Legislation.
- Ensure Work Health and Safety information is provided to the broader community as required.

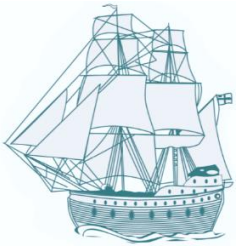
While at work, a worker must:

- Take reasonable care for his or her own health and safety;
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the *Work Health & Safety Act 2012 (Tasmania)*;
- Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers;
- Avoid, eliminate or minimize hazards within their control, and immediately report;
- Attend and actively participate in training programs provided in the interests of Work Health and Safety;
- Ensure accidents and near misses are reported as soon as reasonably practicable; and
- Ensure assessment and control of risk is managed in accordance with Council's Risk Management Framework.

QUALIFICATIONS AND EXPERIENCE

- Demonstrated high level of communication and interpersonal skills and the capacity to deal with conflict and difficult customers.
- Demonstrated experience in the provision of administrative support in a confidential and complex office environment.
- Previous administrative experience in a customer service oriented environment.
- Demonstrated ability, or ability to obtain the knowledge necessary, to satisfy Tasman Council's Permit Authority requirements as stipulated by the *Building Act 2016* (if required).

VARIATION TO CONDITIONS OF EMPLOYMENT



These conditions of employment, your duties and your location may be varied by Council during the term of your employment. The Terms and Conditions in the Position Description are to be read in conjunction with the Conditions of Employment.

KEY SELECTION CRITERIA

Selection will be based on the following Selection Criteria, however, reference will also be made to other listed skills, knowledge and attributes as required in the Position Description.

Essential

1. Sound knowledge of the Tasmanian *Local Government Act 1993*, the *Land Use, Planning and Approvals Act 1993 Act* and other associated and relevant legislation or the demonstrated ability to gain such in a short time.
2. Sound knowledge of office organisation and procedures.
3. Excellent time management skills.
4. Ability to provide accurate advice and information regarding a range of Council services relating to compliance and infrastructure issues.
5. Capacity to carry out duties as instructed in a timely and accurate manner.
6. Ability to organise and prioritise duties and work relatively unsupervised whilst maintaining a high level of confidentiality and adherence to time frames.
7. Ability to work as part of a team, and the ability to adapt in a constantly changing workplace.
8. Effective communication and interpersonal skills with the ability to interact with and relate well with clients, the general public and professional staff.
9. Demonstrated commitment to excellence in relation to customer service.
10. Well-developed computer skills including the ability to efficiently operate word processing, spreadsheet, calendar, email and database systems and the internet.

Desirable

1. Prior experience in the Tasmanian Local Government sector.
2. Administration or similar qualification.
3. Demonstrated ability to satisfy the requirements of the Tasman Council Permit Authority as required under the *Building Act 2016*.



The following signatures are required to indicate understanding, agreement and approval of the position description. This position description is current at the date of issue and is subject to review annually, in consultation with the employee.

AUTHORISATIONS	
General Manager – Blake Repine	Employee -
Signed:	Signed _____
Date __/__/____	Date __/__/____

CONDITIONS OF EMPLOYMENT

Employment conditions for all employees are in accordance with the relevant award, employment contract or industrial agreement. Currently the awards pertaining to Tasman Council employees are -

- Tasman Council Enterprise Bargaining Agreement.
- Local Government Modern Award 2010.

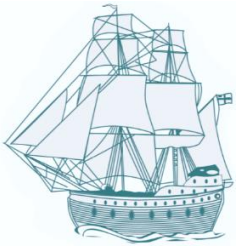
Arrangements specific to your employment and workplace will be explained to you during the recruitment process. For further details, copies of Awards and Agreements can be downloaded from Fair Work Australia www.fwa.gov.au.

You will be responsible for the duties as outlined in this position description and any such duties, which could be reasonably asked of a person in this position, as designated to you by your supervisor.

When performing tasks as the Development and Environmental Services Manager, direct responsibility is to the General Manager. The Officer will be held responsible for the efficient performance of the objectives of their position, as well as, having authorisation to make expenditure in accordance with current approved delegations.

APPLICATION PROCESS (WHEN REQUIRED)

The selection process has been designed to ensure that all eligible applicants have an equal opportunity to demonstrate their skills and suitability for the position. The selection process may include skills tests or work samples where appropriate, reference checking and a medical examination. Employment is subject to the return of a satisfactory National



TASMAN COUNCIL

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ABN 63590070717

Criminal History Check (Police Check) and where possible this must be completed prior to commencement.

Appointment to positions with Tasman Council is on the basis of merit. Tasman Council is committed to providing an inclusive and safe work environment which embraces the diverse backgrounds and experience of all people.

KEY SELECTION CRITERIA

The Position Description should be read very carefully as this describes the core duties and requirements of the position and outlines the criteria used as a basis for selecting the most appropriate person for the job.

Unless specified it is mandatory to address the key selection criteria. We recommend that rather than stating you can meet each criteria; give specific examples illustrating particular skills which will enable us to determine how you meet the criteria of the position.

MORE INFORMATION

The Contact Officer's name is stated on the Job Advertisement. If you have any queries please contact this person, so your questions can be addressed promptly. Speaking to the contact person may assist you in your decision on whether to apply for the position.

CANVASSING OF COUNCILLORS AND COUNCIL OFFICES

Canvassing of Councillors and Council Officers, either indirectly or directly that may influence the outcomes of this application may be deemed a disqualification.

WHERE TO SEND APPLICATIONS

Applications will be kept strictly confidential and can be sent to lee.wilson@tasman.tas.gov.au or posted to:

Tasman Council
Attention: Lee Wilson
1713 Main Road
NUBENNA TAS 7184