Administration Support Officer - Infrastructure and Development

Application Package

Closing date: 4.00 pm 31 January 2020
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ADVERTISEMENT

Administration Support – Infrastructure and Development

The Shire of Katanning is seeking an experienced administration support person to join the Infrastructure and Development department.

The ideal candidate will provide high level administrative and secretarial assistance to the Executive Manager Infrastructure and Development and department staff.

Situated in the heart of the Great Southern Region, Katanning offers the perfect mix of picturesque country location with conveniences of city living. Excellent schools, hospital, doctors, dentist, shopping, community and sporting facilities are available in town.

To discuss this role further please contact Moh Aeson on (08) 9821 9999 or email hr@katanning.wa.gov.au.

To be considered for this position applicants must address the Selection Criteria as detailed in the Application Package.

Applications addressed to the undersigned should be sent to hr@katanning.wa.gov.au or mailed to PO Box 130 Katanning, WA 6317 by 4.00pm 31 January 2020.

The Shire of Katanning is an Equal Opportunity Employer and is committed to creating an equitable and diverse workplace.

We are actively encouraging people with disability, people from culturally diverse backgrounds and Aboriginal and Torres Strait Islanders to apply for available positions.

Julian Murphy
CHIEF EXECUTIVE OFFICER
Katanning is located 283kms south of Perth in the Great Southern Region of Western Australia. The Shire of Katanning has 9 elected members and employs approximately 65 staff. Emphasis is placed on working together and recognising that every individual, regardless of the type of work they do, makes a valuable contribution to building a better community for Katanning.

The Shire of Katanning is undertaking several transformational projects including the development of a new welcome precinct and visitor facilities, man-made lake and residential land development.

Significant industries include the sheep saleyards, CBH grain handling facilities, export abattoir, major transport operators and agribusinesses.

The town has a range of key facilities including supermarkets, cafes, retailers, regional hospital, childcare, primary schools, senior high school and TAFE.

Katanning is a true multicultural community, featuring over 40 language groups. Katanning is a harmonious community, embracing different cultural and religious backgrounds. One of the highlights of the year is the Katanning Harmony Festival where everyone comes together to learn about the various cultures in town – food, entertainment, personal stories and shared experiences.

**Our Vision:**
A prosperous, vibrant and diverse community working together.

**Leadership & Accountability:**
We will be ethical and act with integrity. We will lead by example, set good direction, provide good governance and be responsive to our community.

**Collaboration:**
We will work as a team, creating partnership to achieve our vision.

**Safety:**
We will work together to establish and sustain a strong, safe and healthy community.

**Inclusive & Representative:**
We will engage with our community to ensure our actions are representative of our community’s needs and values.

**Respect:**
We will be respectful of people, ideas, culture and environment.
COUNCIL INFORMATION

COUNCIL

Shire President: Cr Liz Guidera
Deputy Shire President: Cr John Goodheart

Councillors:
Cr Owen Boxall
Cr Danny McGrath
Cr Serena Sandwell
Cr Martin van Koldenhoven
Cr Kristy D’Aprile
Cr Ernie Menghini
Cr Mark Stephens

Office: Postal:
52 Austral Tce PO Box 130
KATANNING WA 6317 KATANNING WA 6317

Email: admin@katanning.wa.gov.au
Website: www.katanning.wa.gov.au

Telephone: (08) 98219 999
Facsimile: (08) 98219 998

COUNCIL STATISTICS

Population: 4,197
Area: 1,518 km sq.
Distance from Perth: 283km
Length of Roads: 255km sealed, 528km unsealed

Local Industries: Agribusiness, sheep saleyards, grain handling facilities, export abattoir, major transport operators.

Suburb & Localities: Badgebup, Carrolup, Coblinine, Coyrecup and Ewlyamartup

Council meets on the fourth Tuesday of each month.
POSITION DESCRIPTION

1. Position Identification

Title: Administration Support Officer – Infrastructure and Development

Position Number: K086

Classification: Local Government Industry Award 2010

Base Level: Level 4

Employment Basis: Casual

Department: Infrastructure and Development

2. Position Objectives / Purpose

• Provide confidential administrative and secretarial support to the Executive Manager Infrastructure and Development and Works Supervisor.

• Institute and maintain procedures to ensure secretarial and administrative tasks are carried out in accordance within designated timing.

• Provide support to the Infrastructure Asset Management Officer

• To effectively liaise and communicate with external stakeholders, persons and organisations.

3. Key Responsibilities & Duties

• Prepare and collate the Infrastructure and Development Services reports and correspondence summary lists in readiness for Council agendas and/or meetings within the specified time frames.

• Responsible for the preparation of the Technical and Works Committee agenda, the attendance at Technical and Works Committee meetings and the typing of subsequent Minutes.

• Provide assistance, where appropriate, to other executive administration staff.

• Ensure visitors and guests to the Department and its meetings are correctly advised and are treated with proper decorum.

• Arrange other departmental meetings and functions as directed.

• Attend as secretary to any Committee Meetings, Roadwise Meetings and Townscape Meetings (these are mostly held in working hours on an ad hoc basis), as required.

3.1. Correspondence

• Provide secretarial services for the Executive Manager Infrastructure and Development and Works Supervisor.

• Process all of the Works Supervisor’s outward correspondence and ensure that the “To do” list is maintained and up to date.

3.2. General Duties

• Assist the Shire Ranger with matters relating to his/her area of expertise including matters relating to legislation, complaint handling and dog control.

• Provide advice to the public on matters relating to the Dog and Cat Acts and the Bush Fire Act.

• Carry out all administration relating to Council’s requirements under the Bush Fire Act.

• Liaise with Council’s Consulting Engineer on engineering matters as required.
• Attend to any telephone enquiries when and where telephone calls are diverted.
• Receive in the first instance all telephone and counter enquiries directed to Infrastructure and Development Services, and initiate appropriate action.
• Arrange appointments for the Executive Manager and Works Supervisor.
• Assist with telephone and counter inquiries directed to the Ranger and initiate appropriate action.

3.3. Secretarial Appointments (as required)
• Secretary to the Townscape Committee
• Secretary to the Roadwise Committee
• Registration Officer under the Dog Act

3.4. Records Management
• To ensure all inward/outward correspondence relating to Infrastructure and Development electronic information and records are managed according to the WA State Records Act 2000 and other relevant legislation in consultation with the Senior Admin/ Records Officer.

4. Behaviour and Conduct:
• Perform duties efficiently, responsibly and ethically and in accordance with the Shire’s Code of Conduct.
• Contribute positively to the team and support team efforts.
• Ensure that you maintain and enhance the reputation of Shire of Katanning at all times.

5. Occupational Health and Safety and Risk Management Responsibilities
• Perform work in a safe and healthy manner and abide by the Shire’s and legislated safe work procedures, instructions and safety management practices.
• Correct or report unsafe situations, workplace incidents, accidents or damage and use safety equipment and devices as specified.
• Participate in activities associated with the management of workplace health and safety.
• Use appropriate personal protective equipment as directed.
• Comply with the Shire’s Risk Management Policy Procedures.
• Must comply with the Council Work Injury Management Programme

6. Organisational Relationships
• Reports to Executive Manager Infrastructure and Development
• Executive Officer – Infrastructure and Development

7. Internal and External Liaison

7.1. Internal
• CEO
• Executive Manager Infrastructure and Development
• Executive Managers
• Executive Officer – Infrastructure and Development
• Development Services Officers and Contractors
• Works Supervisor
• Shire Ranger
• Leading Hands
• All Shire employees and volunteers

7.2. External
• Contractors and Consultants
• Other Local Governments and Local government bodies
• Government Departmental and Agency staff
• Guests and Visitors
• General Public

8. Level of Authority
• Works under general supervision of Executive Officer – Infrastructure and Development and Executive Officer – Infrastructure and development within established guidelines.
• Responsible for checking own work to ensure accuracy and good presentation.

9. Selection Criteria
• Advanced typing and word processing skills using Microsoft programs (Word, Excel, Outlook etc).
• Highly developed verbal and written communication skills with sound knowledge of letter and submission writing.
• Demonstrated experience in the drafting/preparation of correspondence, submissions and reports.
• Well Developed public relations and interpersonal skills.
• Proven experience/skills in dealing with the public and offering a high level of customer service.
• Developed time management and organisational skills with ability to multi task.
• Sound administrative skills in interpreting legislation and policies.
• Sound knowledge of the English language including spelling, grammar and vocabulary.
• Knowledge of meeting procedures including agenda and minute preparation.
• Working knowledge of Local Government procedures, structure and function.
• Knowledge of the Katanning Shire area.
• Business College certificate or similar secretarial qualification; or equivalent and proven on the job experience.
• WA Driver License - C Class

10. References
The details of two referees will be requested during the application process
**REMUNERATION DETAILS**

**EMPLOYMENT CONDITIONS**

<table>
<thead>
<tr>
<th>Location</th>
<th>The position is based at the Shire Administration Building.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industrial agreement</td>
<td>Local Government Industry Award 2010, Level 4</td>
</tr>
<tr>
<td>Salary</td>
<td>$28.37 per hour, inclusive of casual loading</td>
</tr>
<tr>
<td>Employment Basis</td>
<td>Casual</td>
</tr>
<tr>
<td>Superannuation</td>
<td>Superannuation of up to 12.5% based on 9.5% superannuation guarantee contributions and up to an additional 3% contingent upon the employee contributing 3%. Salary Sacrifice is available on the employee’s contributions.</td>
</tr>
<tr>
<td>Pre-Employment Medical</td>
<td>All new staff are required to complete a pre-employment medical prior to commencement. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to examination and costs will be paid for by the Shire of Katanning. Existing medical conditions will not preclude an appointment.</td>
</tr>
<tr>
<td>Police Clearance</td>
<td>The successful applicant will be required to provide a National Police Clearance.</td>
</tr>
</tbody>
</table>
| Closing date | 4.00pm 31 January 2020  
*In the interest of fairness and equity, late applications will not be accepted.* |
SELECTION CRITERIA

Executive Support Officer

Selection Criteria

- Advanced typing and word processing skills using Microsoft programs (Word, Excel, Outlook etc).
- Highly developed verbal and written communication skills with sound knowledge of letter and submission writing.
- Demonstrated experience in the drafting/preparation of correspondence, submissions and reports.
- Well Developed public relations and interpersonal skills.
- Proven experience/skills in dealing with the public and offering a high level of customer service.
- Developed time management and organisational skills with ability to multi task.
- Sound administrative skills in interpreting legislation and policies.
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- Working knowledge of Local Government procedures, structure and function.
- Knowledge of the Katanning Shire area.
- Business College certificate or similar secretarial qualification; or equivalent and proven on the job experience.
- WA Driver License - C Class

*To be considered for this position applicants must address the Selection Criteria.*
INFORMATION FOR APPLICANTS

Applicants who meet the essential criteria and who from their application appear to be competitive will be short listed for an interview. This decision will be based on the information that is relevant to the position that you provide in your application. Your application should include the following information:

Covering letter:
A covering letter introducing yourself and explaining why you are applying for this position.

Selection Criteria Responses:
This is the most important part of your application. To be eligible for consideration, a person must meet all the essential selection criteria as part of the shortlisting process. This should include demonstrated capabilities by providing evidence of how you meet the selection criteria; provide specific details; and where possible, include an indicator of success or a result.
An easy way to do this is to use the STAR model - that is:
Situation: provide a brief outline of situation /setting
Task: outline what you did
Approach: outline how you did it
Result: describe what the outcomes were

Resume (curriculum Vitae) which includes:
• Personal details – name, address and telephone number
• Your education and training achievements.
• Your work history including employment dates and details of the duties, performance and achievements.
• Any activities you have undertaken outside of work, which you consider are relevant to the position.

Other Documents (optional):
It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Nonetheless, the Shire will require the provision of evidence of all claimed qualifications prior to commencing employment.

Referees:
Referees should be contacted for approval prior to being listed in your curriculum vitae/resume as they may be contacted. It is desirable that one referee be your current or a recent supervisor/manager. Provide names, work addresses and current contact telephone numbers for each referee. Only referees that are able to comment on your work experience (preferably against the selection criteria) should be included.

Contact Details:
Please provide a convenient telephone number and/or email address so that you can be contacted if you are invited for an interview, or if there are any queries regarding your application.

Lodging your Applications:
The closing date is 4.00pm 31 January 2020.

Email: hr@katanning.wa.gov.au
By Hand: Shire of Katanning Administration Building, 52 Austral Terrace, KATANNING
Attention: Julian Murphy, CEO
Post: PO Box 130, KATANNING WA 6317

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to closing date.