



SHIRE OF  
**HARVEY**

### Team work

We are a united team who works together towards a common goal.

### Integrity

We are empowered and accountable when making decisions.

### Excellence

We are committed to an exceptional customer experience.

### Leadership

We are adaptable and responsive in our leadership.

### Respect

We are respectful of our history and work together to build our future.

## Administration Officer - Community and Lifestyle

### Our vision

Together, towards an even better lifestyle.

### 1. Position details

Directorate:	Community and Lifestyle	Level: 4
Reports to:	Director Community and Lifestyle	
Significant Working Relationships:	Manager Community Development Community Development Business Unit Community and Lifestyle Directorate Key internal stakeholders Community stakeholders	

### 2. Position summary

Provide administration and event support to ensure the smooth and efficient operation of the office of the Director Community and Lifestyle and the Community Development business unit.

### 3. Community strategic objectives



Diversified  
Economy



Connected  
Communities



Protected Natural  
Environment



Sustainable Built  
Environment



Effective Civic  
Leadership

## 4. Our values

**Teamwork** - We are a united team who works together towards a common goal.

**Integrity** - We are empowered and accountable when making decisions.

**Leadership** - We are adaptable and responsive in our leadership.

**Excellence** - We are committed to an exceptional customer experience.

**Respect** - We are respectful of our history and work together to build our future.

## 5. Key duties and responsibilities

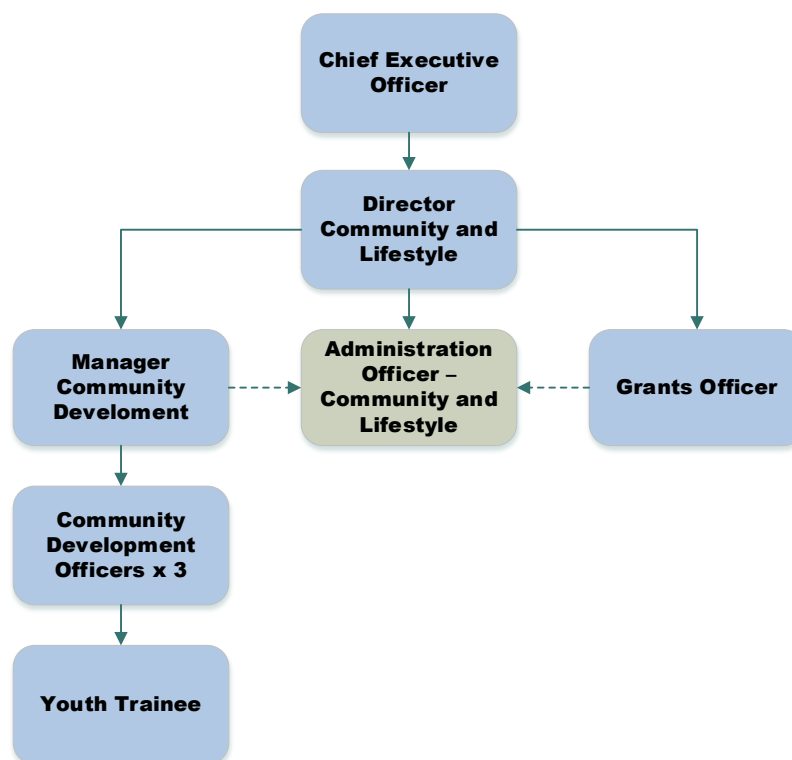
Key functions	Specific duties
Administration	<ul style="list-style-type: none"><li>• Provide administrative support to the Director Community and Lifestyle.</li><li>• Provide administrative support to the Community Development team as it relates to implementing actions in the Shire's strategies and plans.</li><li>• Arrange meetings as required including booking of meeting rooms and catering.</li><li>• Assist in the preparation and distribution of documents including but not limited to, Reports, Agendas, Minutes and Action Registers according to policies and procedures.</li><li>• Establish, maintain and review systems and procedures to ensure efficient and effective administrative operations.</li></ul>
Engagement and Customer Service	<ul style="list-style-type: none"><li>• Provide a high level of customer service including timely and professional response to community queries.</li><li>• Establish positive and effective partnerships with key internal and external stakeholders.</li><li>• Provide support to the Community Development team for the successful execution of Shire community events and programs.</li></ul>
Organisational	<ul style="list-style-type: none"><li>• Work in accordance with the Shire's Work Health and Safety and risk management principles.</li><li>• Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-Discrimination legislation, procedures and principles.</li><li>• Create and capture records of work activities in line with policies and procedures.</li><li>• Contribute to a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development and participate in annual performance appraisal.</li><li>• Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time.</li></ul>

	<ul style="list-style-type: none"> <li>Contribute to the attainment and development of strategic plan outcomes, strategies and actions.</li> </ul>
Other	<ul style="list-style-type: none"> <li>Reasonable duties commensurate with classification level.</li> <li>National Crime Check.</li> <li>Current "C" Class Drivers Licence.</li> </ul>

## 6. Extent of authority

Position operates under the general direction of the Director within established guidelines, procedures and Council policies.

## 7. Your team



## 8. Position selection criteria

### Essential

1. Qualifications up to Certificate IV or current previous experience and training in a similar role.
2. Demonstrated customer service and interpersonal skills and the ability to respond professionally to problems with appropriate solutions.
3. High level organisational skills and the ability to consistently approach workload in a proactive manner to ensure timelines and standards are met.
4. Developed verbal and written skills and ability to develop procedures and policies as they apply to the position.
5. Demonstrated computer literacy with experience using a range of Microsoft Office programs.
6. Ability to work as a productive team member and effectively manage conflict with others.

### Desirable

1. Experience working in local government.
2. Sound judgement and decision making skills.