

**Position Description**

**Business Support Officer**

# Position Details

**Position Title** Business Support Officer

**Classification** EMRC Remuneration Band - Level 4/5

**Position Number** A0196A

**Basis of Employment** Full Time

**Team Name** Business Support

# Position Objectives

* To provide support to the administrative functions associated with the requirement to have formal Agenda and Minute taking records of Council and Committee meetings, in accordance with the *Local Government Act 1995.*
* To provide efficient and timely administrative support to the Business Support Team and its areas of operation.

# Organisational Values

The EMRC’s values describe what we believe in and how we will operate. All employees are expected to consistently demonstrate EMRC values and display the following behaviours:

**Excellence** Striving for excellence through the development of quality and continuous improvement.

**Recognition** Valuing employees in a supportive environment that focuses on their wellbeing.

**Innovation** Focus on innovative approaches in projects and service delivery.

**Responsiveness** Dynamic and flexible service delivery.

**Integrity** Accountability and consistency in all that we do.

Leaders ensure that the organisation’s values are created and sustained by establishing the Council’s strategic direction and providing an environment that encourages all employees to reach their potential in achieving the organisational outcomes.

# Key Duties/Responsibilities

## Minutes & Agendas Responsibilities

* Assist with the preparation and distribution of agendas for Council and Committee meetings within required time frames.
* Attend Committee meetings and accurately record well-structured, concise and grammatically correct minutes.
* Provide back-up support to Council meetings, including the recording of well-structured, concise and grammatically correct minutes.
* Assist with the archiving of Council and Committee minutes and agendas when required, ensuring documents are properly bound.
* Assist with the maintenance of the agendas and minutes distribution list, the Delegated Reports distribution list and binding of agendas and minutes when required.

## Administrative Responsibilities

* Provide high level administrative service as required, including arranging and coordinating meetings, proof reading documents, maintaining effective storage and retrieval of documents and collating information and statistics.
* Assist in the administration of the tender and quote processes.
* Assist in the management of Council’s small fleet of vehicles, including vehicle delivery, allocation, disposal and servicing.
* Arrange building maintenance and repairs within budget parameters as required.
* Assist the Finance Team in areas of accounts payable and accounts receivable and other finance tasks as directed.
* Assist the Information Services Team with IT and records related duties as required.
* Assist with reception duties including ordering stationery.

## Work Health and Safety (WHS) Responsibilities

* Comply with all Statutory requirements.
* Take reasonable care to ensure their own safety and health whilst at work and that of others.
* Consult and cooperate with Management on matters of Work Health and Safety.
* Report all hazards, accidents, incidents and near misses according to the Accident/Incident Reporting process.
* Develop and follow all safe work procedures as directed by the supervisor or as otherwise directed.
* Use personal protective equipment (PPE) as required.

## Organisational Responsibilities

* Ensure all duties are performed in compliance with the procedures documented in the Business Management System (BMS) or other more current internal guideline documents.
* Represent the EMRC in a responsible and professional manner at all times.
* Comply with the policies, procedures and guidelines of the organisation at all times.
* Perform other duties as directed that fall within the scope of the position or the incumbent’s knowledge and skills base.

# Position Requirements

## Competencies

* A high level of proficiency with Microsoft Office software applications with accurate word processing and data entry skills.
* Understanding of, and experience with, the preparation of meeting agendas and minutes, including the ability to record minutes of meetings on a laptop and sound knowledge of meeting procedures and protocols.
* A sound knowledge of administrative functions and general office procedures.
* Well developed written communication skills, with the ability to maintain strong attention to detail and take pride in the quality of work produced.
* Well developed oral communication and interpersonal skills, with the ability to liaise with people at all levels in an informative, accurate and positive manner.
* Ability to prioritise, organise and complete work within established deadlines, and to maintain a consistent level of professionalism.
* Ability to work effectively within a busy team environment, and also to work unsupervised.
* A can-do attitude, flexible and mature approach to work tasks, and willingness to learn.
* Ability to work outside of normal working hours as required.

## Experience

* Previous experience in a similar role is essential.
* Experience with an electronic document management system and a sound knowledge of record management practices is desirable.
* Experience with Excel spreadsheets at an intermediate level.

## Desirable

* Experience with recording and preparation of concise, well-structured and grammatically correct minutes of meetings.

## Qualifications

* Relevant formal qualifications or demonstrated equivalent experience in the area of business support.
* Any other qualifications/certificates required.
* Current and valid WA “C” Class Driver’s Licence (or equivalent).

# Organisational Relationships

**Responsible to** A0131A – Manager Procurement & Governance

**Supervision of** Not Applicable

**Internal and External Liaison** **Internal** PA to Chief Financial Officer/Council Support Officer

 All EMRC Management and Employees

**External** Member Council employees

Members of the general public

Schools, educational institutions and research organisations Environmental community, not for profit and industry groups Relevant State and Federal Government departments and agencies Professional associations and communities of practice

Suppliers, contractors and consultants

# Extent of Authority

* This position operates under the limited supervision of the Manager Procurement & Governance within established guidelines, procedures and policies of Council.

# Selection Criteria

# Essential

* Excellent interpersonal and written communication skills, with the ability to communicate effectively with a diverse range of stakeholders.
* Well developed analytical and conceptual abilities.
* Demonstrated proficiency in the use of MS Office programs including Word, Excel and Outlook.
* Current and valid WA “C” class driver’s license (or equivalent).

### Desirable

* A sound knowledge of the functions and structure of Local Government is desirable.
* Knowledge of, and experience with, shorthand and/or audio typing skills.
* Experience with an electronic record keeping system and a sound knowledge of record management practices.

# Incumbent Undertaking

# I acknowledge that I have read, understood, and accept the requirements of the role as described in this position description. I understand that this position description may be amended from time to time to reflect changes to the position.

Name of Employee

Signature of Employee

Date

**Date Last Reviewed** December 2023

**Reviewed** Manager Procurement & Governance

**Updated** Manager Procurement & Governance

**Approved** Chief Financial Officer