

Position Description

Administration Supervisor

Position Details

Position Title	Administration Supervisor
Classification	EMRC Remuneration Band – Level 7
Position Number	A0078A
Basis of Employment	Full Time
Team Name	Operations – Hazelmere Resource Recovery Park Team

Position Objectives

Key Objectives of Position

- To provide an efficient and effective administrative support service to the Hazelmere Resource Recovery Park activities.

Measures of Performance

Specific measures of performance include:

- The timeliness, accuracy and quality of the administrative services provided by the position.

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

Administrative Responsibilities

- Provide a high level of administrative supervisory support to the Hazelmere facility.
- Supervise the work activities of the weighbridge employees of the Hazelmere facility and identify training and development requirements.
- Ensure the accuracy of timesheet data and payroll information forwarded to Payroll for processing.
- Obtain quotations for the purchase of goods and services and coordinate the purchase of materials and assets in accordance with Council policy and procedures.
- Maintain an up-to-date Assets Register for the Hazelmere Resource Recovery Park.
- Prepare debtors invoices and monitor outstanding debtors to ensure additional waste is not accepted.
- Process creditors invoices ensuring verification of purchase orders, account codes and computations.
- Coordinate the collection of recyclable materials from the Hazelmere Resource Recovery Park ensuring accurate documentation is maintained.
- Reconcile all income/expenditure of recyclables collected from the Hazelmere Resource Recovery Park, and perform other financial reconciliations as required.
- Maintain accurate and up-to-date customer, product and waste databases, and analyse/report statistical data for all operations as required.
- Assist with the annual budget and quarterly forecasting activities for the Hazelmere Resource Recovery Park, and monitor budget expenditure.
- Implement and maintain the Policy and Procedures Manual for the Hazelmere Resource Recovery Park.
- Provide administration support for site meetings including preparation of agendas, minutes, and minute taking.
- Respond to general enquiries relating to the Hazelmere Resource Recovery Park. Resolve customer service issues and complaints, ensuring information provided is accurate, timely and in accordance with Council's procedures and processes.
- Monitor customer agreements and action contract variations as and when they are scheduled to occur.
- Ensure the Hazelmere Resource Recovery Park weighbridge annual registration is maintained and current.
- Maintain accurate and efficient information storage and filing systems for the Hazelmere Resource Recovery Park.
- Assist with the continuous improvement of administrative systems/procedures for the Hazelmere Resource Recovery Park.
- Provide back up for the Weighbridge Officer.
- Liaise with employment agencies to provide temporary employees when required to support the Hazelmere Resource Recovery Park operations.

Occupational Safety and Health (OS&H) 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 Occupational Safety and Health.
- 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 documents are created, stored and maintained in accordance with the organisation's electronic Document Management system requirements.
- Ensure all duties are performed in compliance with the procedures documented in the Business Management System (BMS) or other more current internal guideline documents.
- Actively seek and report on methods of improving systems of work to ensure continuous improvement.
- Respond to organisational initiatives and assist in the development of the EMRC as directed.
- Represent the EMRC in a responsible and professional manner at all times.
- Comply with the policies and procedures of the organisation at all times.
- Properly organise and manage working time to ensure efficient productivity.
- Perform other duties as directed that fall within the scope of the position or the incumbent's knowledge and skills base.

Position Requirements

Competencies

- Well developed knowledge of administrative systems and procedures, and proficiency with office technology.
- A sound working knowledge of, and experience with, computerised accounting systems and procedures.
- A sound working knowledge of the debtors and creditors functions.
- Sound knowledge of the purchasing function and the ability to negotiate cost-effective options for the organisation.
- Knowledge of the budget process including monitoring of expenditure and reporting variances.
- 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 communication and interpersonal skills, with the ability to liaise effectively and courteously with internal and external customers.
- Well developed numeracy skills with the ability to pay high attention to detail and produce accurate results.
- Well developed organisational skills with a proven ability to effectively prioritise multiple tasks to meet strict deadlines.
- Demonstrated analytical and problem solving skills.
- Proficiency in the use of Microsoft Office products, in particular Word, Excel (intermediate level), and Outlook, with accurate word processing and data entry skills.
- High level of proficiency with database maintenance and management.
- Ability to exercise sound judgement and show a high level of initiative.
- Ability to supervise a small team including performance management and the identification of training requirements.
- 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 a willingness to learn.
- Strong client focus and a proactive approach to resolving queries and problems.

Experience

- Previous experience in a similar role is essential.
- Experience with database management and reporting.
- Experience with Excel spreadsheets at an intermediate level.
- Experience with electronic Document Management systems is desirable.

Qualifications

- Current and valid WA “C” Class Driver’s License (or equivalent).
- Completion of training courses relevant to the position would be advantageous.

Organisational Relationships

Responsible to A0144A – Chief Operating Officer

Supervision of A0102A – Weighbridge Officer
A0146A – Weighbridge Officer

Internal and External Liaison

Internal	All EMRC Management and Employees
External	Customers Contractors Suppliers

Extent of Authority

- This position works under the general supervision of the Chief Operating Officer and has the authority to act within predetermined guidelines, organisational policy and as delegated. Some scope exists for exercising initiative in the application of established work procedures.

Selection Criteria

Essential

- Significant experience in a similar role.
- Proficiency in the use of Microsoft Office products, accurate word processing and data entry skills.
- Experience and a high level of proficiency with database management and reporting.
- Demonstrated experience with the creditors, debtors, and purchasing functions.
- Effective verbal 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 supervise a small team including performance management and the identification of training requirements.
- Current and valid WA “C” Class Driver’s Licence (or equivalent).

Desirable

- Experience with electronic Document Management systems.
- Completion of training courses relevant to the position.

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	May 2021
Reviewed	Senior HR Advisor
Updated	Senior HR Advisor
Approved	Manager Human Resources