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Position Description

Administration Officer

Position Details

**Position Title** Administration Officer

**Classification** EMRC Remuneration Band - Level 5

**Position Number** A0028A

**Basis of Employment** Part Time (may be an option for Full Time)

**Team Name** Sustainability Team

Position Objectives

* To provide efficient and effective administrative support and assistance to the Chief Sustainability Officer and the Sustainability Team.

Within Team

* To be an effective and supportive team member of the Sustainability Team and ensure administrative and project support tasks are carried out within designated time frames with a high standard of quality and accuracy.
* To undertake duties as directed by the Chief and the wider Sustainability Team in compliance with EMRC policy, legislative requirements, and statutory obligations.

Measures of Performance

* The accuracy, relevance and timeliness of support, information and technical expertise of support provided to the Sustainability Team and Chief Sustainability Officer.
* The accuracy, relevance and timeliness of support, information and technical expertise provided to internal and external clients.
* The demonstration of behaviours aligned with the EMRC Organisational Values and Code of Conduct.

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

Administration Responsibilities

* Provide general administrative support as required to the Chief Sustainability Officer and the Sustainability Team (which includes the Communications, Urban Environment, Waste Education and Environment and Waste Compliance Teams, reporting to the Chief Sustainability Officer).
* Coordinate meetings and diaries for the Chief Sustainability Officer when required.
* Prepare meeting materials, generate meeting agendas and prepare minutes when required.
* Support Sustainability Team members to format and compile letters, reports, submissions, grant applications, and document templates.
* Generate documentation and respond to general correspondence on behalf of the Chief Sustainability Officer and when necessary, other Sustainability Team employees.
* Maintain electronic storage of information on Content Manager.
* Co-ordinate Sustainability Team workshops and events and manage bookings on Eventbrite/Humantix..
* Manage and maintain information on the relevant Sustainability webpages across the EMRC website.
* Collate and maintain databases.
* Coordinate and upload social media posts.
* Upload public notices and tenders to the West Australian newspaper and the EMRC website.
* Liaise with internal and external customers in a prompt, courteous and effective manner, ensuring a high level of customer service is provided.
* Ensure the confidentiality of information to which the position is exposed.

Financial Responsibilities

* Create purchase requisitions for the supply of goods and services and create invoice requests and collate the CSO’s credit card receipts ensuring accuracy of information including costing and account codes, complying with financial management policies, procedures, and guidelines.
* Verify accuracy of information contained in creditors invoices prior to forwarding to Finance for payment.
* Maintain Communications and Waste Education budget tracking spreadsheets.
* Respond to customer enquiries (internal and external) regarding creditors invoices.

Work Health 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 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 documents are created, stored and maintained in accordance with the organisation’s electronic Content Manager 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

* Proficiency in the use of Microsoft Office products, including Publisher, Word, Excel, PowerPoint and Outlook.
* Proficiency in organising workshops using automated booking software such as Eventbrite.
* Sound knowledge of administrative systems and procedures and proficiency with office technology.
* Knowledge of the creditors function and purchasing requirements.
* Well-developed written communication skills with the ability to maintain attention to detail.
* Effective verbal communication and interpersonal skills, with the ability to liaise comfortably at all levels in an informative, accurate and positive manner.
* An ability to prioritise, organise and complete work within established deadlines and within a busy team environment which encompasses the areas of environment, sustainability, circular economy, digital, events, advocacy waste education..
* A can-do attitude, flexible and mature approach to work tasks, a willingness to learn and ability to work unsupervised.

Experience

* Previous experience in an administration or support role.
* Previous experience in organising workshops or events would be advantageous.
* Experience with electronic Records Management would be advantageous.

Qualifications

* Relevant qualifications.
* Current and valid WA ‘C’ class driver’s license (or equivalent).

Organisational Relationships

**Responsible to** A0071A – Chief Sustainability Officer

**Supervision of** Not Applicable

**Internal and External Liaison Internal** All EMRC Management and Employees

**External** EMRC Councillors and Committee Members

Member Council Employees

Other Local Government Employees

State and Federal Government Departments and Agencies

Western Australian Local Government Association

Regional and Local Groups

Educational Institutions

Contractors / Consultants

Community Members Extent of Authority

* The position works under general supervision 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

* Previous experience in a similar role.
* Proficiency in the use of Microsoft Office products, -, Word, PowerPoint, Excel and Outlook with accurate word processing and CANVA.
* Proficient in the uploading of social media posts and website modifications.
* Previous experience with creditors function and purchasing requirements.
* Proficient in coordinating events, including booking and organising catering and managing bookings including Eventbrite/Humantix.
* Well-developed interpersonal, verbal and written communication skills, with the ability to liaise comfortably with stakeholders at all levels and maintaining strong attention to detail.
* Ability to prioritise a busy workload, multi-task and meet established deadlines.
* A can-do attitude, flexible and mature approach to work tasks, a willingness to learn, be flexible and to work unsupervised.

Desirable

* Relevant qualification in an administration role.
* Current and valid WA “C” Class Driver’s Licence (or equivalent).
* Experience with electronic document management systems.
* Prior experience in the use of Synergysoft.

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.

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| --- | --- | --- |
| Name of Employee |  |  |
| Signature of Employee |  |  |
| Date |  |  |

**Date Last Reviewed** May 2023

**Reviewed** Chief Sustainability Officer

**Updated** Senior HR Advisor

**Approved** Manager Human Resources