

# Administration Officer Regional Services

(Position Reference: VAC19/02)

**Applications Close: 5.00pm Monday, 4 February 2019**

## *Our Vision*

*To be a responsive and innovative leader in assisting Perth's  
Eastern Region to be a great place to live, work, play and do  
business.*



## About EMRC

The Eastern Metropolitan Regional Council (EMRC) is a progressive and innovative regional local government working on behalf of six member Councils located in Perth's Eastern Region:

- Town of Bassendean
- City of Bayswater
- City of Belmont
- City of Kalamunda
- Shire of Mundaring
- City of Swan

## Our Vision

*To be a responsive and innovative leader in assisting Perth's Eastern Region to be a great place to live, work, play and do business.*

## Our Mission

*The Eastern Metropolitan Regional Council, by partnering with member Councils (and other stakeholders), facilitates strategies and actions for the benefit and sustainability of Perth's Eastern Region.*

## Our Values

The EMRC places great importance on values. Our values shape the way we make decisions and how we treat each other, and importantly how we deal with the community, our customers and our business partners.

EMRC has 5 core values and they are:

- **Excellence** - Striving for excellence through the development of quality and continuous improvement.
- **Recognition** - Valuing staff 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.

## Benefits of Working at EMRC

If you are seeking a supportive work environment that encourages excellence, values staff contribution and responds to employee needs then EMRC is the organisation for you!

We pride ourselves on offering a workplace appealing to all individuals.

### Benefits Include:

- Work life balance
- A work environment that supports Equal Opportunity and Diversity
- Free parking
- Regular staff information sessions and networking events are held at the Belmont Office
- Rostered days off for designated full-time staff
- 9.50% superannuation guaranteed plus 5% matched by EMRC when you contribute 5%
- 17.5% annual leave loading and 4 weeks annual leave
- Health and wellbeing programmes
- Fresh fruit provided in the staff amenities areas at no cost
- Free swim passes.
- Employee Assistance Program.
- On-site shower facilities
- Belmont office close to public transport, shops and restaurants
- Belmont Administration office closure between Christmas and New Year
- Long Service leave after 10 years (transferable between WA local government authorities)
- Annual remuneration reviews for all staff
- Competitive rates of pay (above Award rates)
- Rewards and Recognition program
- Salary sacrifice on approved items
- Novated vehicle leasing arrangements



## About the Position Vacancy

# Applications Close: 5:00pm Monday, 4 February 2019

## Administration Officer (Regional Services)

- Full-time permanent position
- Part-time flexible working will be considered for the right candidate
- Attractive salary package of up to \$55,863
- Work a 19 day month
- Health and well-being programs
- Belmont based location

The Eastern Metropolitan Regional Council (EMRC) is a Perth-based Regional Local Government providing services in waste management, regional development and environmental management for Perth's Eastern Region.

This role will provide efficient and effective administrative and project support to the Director Regional Services and the Regional Services Directorate which encompasses the areas of environment, sustainability, economic development, digital, events, advocacy and transport.

The successful candidate will be a self-starter with a can do attitude and have the ability to work with limited supervision.

Well-developed written and verbal communication skills, the ability to multi-task and manage a busy workload and proficiency with MS Office software are essential. Experience in organising meetings, workshops and forums is advantageous.

To apply please submit your resume and a covering letter addressing your competencies, relevant experience and qualifications relevant to this role.

Apply online [www.emrc.org.au/employment.html](http://www.emrc.org.au/employment.html) or via post to Manager HR, VAC 19/02, Recruitment, PO Box 234, Belmont WA 6984

**Wendy Harris**  
**Acting Chief Executive Officer**

For a confidential discussion about this role please contact Wendy Harris, Manager Regional Services on (08) 9424 2208 or 0437 319 779.

*The Eastern Metropolitan Regional Council is committed to building a diverse and inclusive workplace. We welcome people from all backgrounds to apply to join us, including Aboriginal and Torres Strait Islander peoples, people identifying as LGBTI, people from culturally and linguistically diverse backgrounds and people with disability*



## POSITION DETAILS

<b>POSITION TITLE:</b>	Administration Officer (Regional Services)
<b>CLASSIFICATION:</b>	Local Government Industry Award 2010 – Level 4/5
<b>POSITION NUMBER:</b>	A0028A
<b>BASIS OF EMPLOYMENT:</b>	Full Time
<b>DIRECTORATE:</b>	Regional Services
<b>BUSINESS UNIT:</b>	Regional Services

## POSITION OBJECTIVES

### Objectives of Position

- To provide efficient and effective administrative support and assistance to the Director Regional Services and the Regional Services Directorate.

### Within Business Unit

- To ensure administrative and project support tasks are carried out within designated time frames with a high standard of quality and accuracy.

## POSITION REQUIREMENTS

### Competencies

- Proficiency in the use of Microsoft Office products, including Publisher, Word, Excel, PowerPoint and Outlook.
- Proficiency in organising workshops and events including booking venues, managing invitations and RSVPs, using automated booking software such as Eventbrite, and organising catering.
- 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 economic development, digital, events, advocacy and transport.
- 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).

## KEY DUTIES/RESPONSIBILITIES

### Administrative Responsibilities

- Provide general administrative support as required to the Director Regional Services and the Regional Services Directorate which includes the Regional Development and Environmental Services business units.
- Support Regional Services team members to format and compile letters, reports, submissions, grant applications and newsletters.
- Coordinate meetings for the Directorate and prepare meeting materials when required, as well as generate meeting agendas and prepare minutes.
- Manage and maintain information on the relevant Regional Services pages across all EMRC websites.
- Organise and manage Regional Services workshops and events as required.



- Liaise with internal and external customers in a prompt, courteous and effective manner, ensuring a high level of customer service is provided.
- Coordinate diaries for the Director Regional Services and Regional Services staff when required.
- Generate standard documentation and respond to general correspondence on behalf of the Director Regional Services, Manager Environmental Services and, when necessary, other Regional Services staff as well as maintain electronic storage of information on TRIM.
- 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 for funding organisations 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.
- Respond to customer enquiries (internal and external) regarding creditors invoices.

### **Occupational Safety and Health (OS&H) Responsibilities**

- Follow and comply with all Occupational Safety and Health policies, procedures, and guidelines to ensure personal safety and the safety of others is maintained at all times.
- Ensure correct use is made of all equipment provided for safety and health purposes.
- Report all unsafe practices or hazards in the workplace to the appropriate manager and/or OSH Representative.
- Ensure incidents, accidents and near misses are reported to the appropriate manager and/or OSH Representative, using the appropriate documentation.

### **Organisational Responsibilities**

- Ensure all documents are created, stored and maintained in accordance with the organisation's electronic TRIM 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.

### **ORGANISATIONAL RELATIONSHIPS**

#### **Responsible to**

- A0071A – Director Regional Services

#### **Supervision of**

- No supervision of other positions required

#### **Internal and External Liaison**

##### **Internal:**

- All EMRC management and staff

##### **External:**

- EMRC Councillors and Committee Members
- Member Council staff
- Other Local Government staff
- 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, in particular Publisher, Word, Powerpoint, Excel and Outlook with accurate word processing.
- Well-developed interpersonal and verbal communication skills, with the ability to liaise comfortably with stakeholders at all levels.
- Well developed written communication skills with the ability to maintain strong attention to detail.
- Ability to prioritise a busy work load, multi-task and meet established deadlines.
- A can-do attitude, flexible and mature approach to work tasks, a willingness to learn and an ability 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.
- Knowledge of the creditors function and purchasing requirements.



## Summary of Employment Conditions

<b>Location</b>	Ascot Place Administration Building, 226 Great Eastern Highway, Belmont WA 6104
<b>Hours of work</b>	This position is required to work a minimum of 76 hours per fortnight. Current office hours are 8:30am to 5:00pm, Monday to Friday.
<b>Special Conditions</b>	<p>A current and valid driver's licence covering the class of vehicle/s to be driven in this position must be maintained at all times.</p> <p>The successful candidate must be legally entitled to work in Australia and will be required to provide proof of their eligibility by providing the EMRC with the following documents:</p> <ul style="list-style-type: none"><li>▪ Australian Work Visa; and/or</li><li>▪ Copy of Australian Citizenship Certificate; and/or</li><li>▪ Confirmation of permanent residency; and/or</li><li>▪ Birth certificate.</li></ul>



## How to Apply

Thank you for considering the Eastern Metropolitan Regional Council (EMRC) as your potential employer.

### Completing Your Application

To be considered for the position, your application should include the following documentation:

#### 1. Covering Letter

We will evaluate your application against the required competencies, experiences and qualifications as listed in the Position Description. Therefore your covering letter should briefly outline these points.

#### 2. Resume or Curriculum Vitae (CV)

You are encouraged to provide the following information in your resume or CV:

- personal details - including contact details such as your address and telephone number;
- relevant education and professional training undertaken;
- employment history - including dates employed and key duties and responsibilities of each role;
- contact details of at least two suitable business referees.

#### 3. Formal Qualifications / Supporting Documents

Photocopies of your relevant qualification(s), academic records of current studies, and relevant licences should be included with your application. If you are unable to upload the required documents during the on-line application process, please forward hard copies to the Manager Human Resources via mail.

Please do not submit original documents as they cannot be returned.

#### Who to contact if you have a question

If you would like further information about the recruitment and selection process, please call Human Resources on (08) 9424 2222 or email [recruitment@emrc.org.au](mailto:recruitment@emrc.org.au).

To find out more about a specific position, please call the person nominated in the job advertisement.





## Submitting Your Application

Applications must be submitted by the closing date

You may submit your application marked '**Private and Confidential**' via any of the following methods:

<b>EMAIL</b>	recruitment@emrc.org.au
<b>ONLINE</b>	Visit the employment page of our website to submit your application. All attachments must be in Word format. Should you encounter problems lodging your online application, please call the HR department (08) 9424 2275
<b>POST</b>	Addressed to: Manager Human Resources EMRC PO Box 234 BELMONT, WA 6984
<b>HAND DELIVERY</b>	Addressed to: Manager Human Resources EMRC 1 <sup>st</sup> Floor, 226 Great Eastern Highway BELMONT

## Closing Date

Vacancies are advertised for a specific period and cease at the close of business on the date specified in the advertisement. Note however, that we reserve the right to commence recruitment proceedings prior to the stated closing date.

The acceptance of late applications will be at the discretion of the Manager Human Resources in consultation with the relevant business unit Manager or Director.

## Application Checklist

Before submitting your application, please check to ensure you have included all the following information:

- ✓ Cover letter
- ✓ A current comprehensive resume
- ✓ Copies (not originals) of supporting documentation (eg. relevant licenses, qualifications etc)
- ✓ Two referees and their contact details
- ✓ Copy of current Australia working visa (if applicable)



## The Appointment Process

### 1. Selection Process

A Selection Panel will consider all applications and the most competitive candidates will be shortlisted and may be considered for further assessment. If you are assessed as being suitable for an interview, you will be contacted by telephone to make the arrangements.

**If you have not been contacted within four weeks of the closing date you should consider that your application for the advertised position has been unsuccessful.**

### 2. Interview Preparation

All interview questions will relate to the key responsibilities of the position and the competencies required to successfully perform in the role.

### 3. During the Interview

During the interview you will be given the opportunity to ask any questions you may have that are relevant to the position and the EMRC. It may help to write these down beforehand and bring them to the interview

### 4. Reference Checks and Pre-Placement Medicals

Reference checks will be required as part of the selection process, they should be able to comment on your work experience and at least one of your referees should be a recent line manager.

Should you be the preferred candidate for the role, you may be required to undertake a pre-placement health assessment with our preferred medical provider to determine your suitability to carry out the inherent requirements of the job. The assessment will be conducted by our medical provider and will be paid for by the EMRC.

The assessment may include one or all of the following:

- a general health assessment;
- an audiometric (baseline hearing) test; and/or
- a drug and alcohol screen.

Details of the assessment(s) to be undertaken (if any) will be confirmed at the time of interview.

### 5. Making the Decision

The successful candidate will be contacted by telephone with a verbal offer of employment and to confirm the anticipated commencement date. The formal written offer and contract of employment will be forwarded in due course. HR will sight and take copies of your relevant qualifications and drivers license upon your commencement.

All unsuccessful candidates interviewed will be notified of the outcome in writing.