

<b>POSITION TITLE</b>	<b>Development &amp; Governance Administration Officer</b>
<b>DEPARTMENT</b>	<b>Corporate &amp; Community Services</b>
<b>GROUP</b>	<b>Development &amp; Governance</b>
<b>LOCATION</b>	<b>Mareeba</b>
<b>CLASSIFICATION / LEVEL</b>	<b>LGOA Level 3</b>
<b>REPORTS TO</b>	<b>Senior Compliance Officer</b>

### Department Summary

The Corporate & Community Services Department ensures an integrated approach to the delivery of internal organisational services and the provision of external services of Council to the community.

Department business units include:

- Finance
- Information Systems
- Development & Governance
- Human Resources
- Customer & Community Services

### Position Summary

The Development & Governance Administration Officer will provide high-level administrative support to the Manager Development & Governance as well as the Governance & Compliance team. This role will work closely with the Senior Compliance Officer to provide administration support relating to Council's leasing arrangements, native title and compliance-related matters.

### Key Responsibilities

- Provide high-level administrative support to the Manager Development & Governance and the Governance & Compliance team
- Ensure a timely response to customer requests by monitoring the Customer Request Management (CRM) system and all workflow systems, providing an initial acknowledgement response and reporting on progress and required actions to professional officers and the manager
- Prepare information requirements for meetings, appointments, presentations etc. and follow up inwards and outwards requests for information, outstanding reports and correspondence
- Assist with governance, compliance, native title, cultural heritage, land and leasing matters
- Provide administrative functions and responses to written and verbal requests for information pertaining to Indigenous Land Use Agreements (ILUAs)
- Monitor and provide administrative assistance with legal representatives for matters such as land tenure, conveyancing, native title and cultural heritage claims
- Ensure statutory administrative processes are followed and recorded accurately and in a timely manner in Council information systems, including the processing of routine statutory instruments such as infringements, notices, orders, appeals, applications and certificates, to ensure that evidence of all actions taken are appropriately captured
- Develop, implement, maintain and review administrative systems and procedures to provide effective information management and reporting

- Provide administrative support in the preparation of complex, sensitive material as well as Council reports, policies, procedures and publications, ensuring timelines, quality control and Council and legislative requirements are met
- Other reasonable duties as directed from time to time

### **Skills and Knowledge**

- Highly developed administration skills including high-level computer skills and application of the Microsoft Office suite of programs with an emphasis on efficiency and accuracy
- Well-developed organisational skills with the ability to self-manage priorities, meet deadlines and work unsupervised
- Demonstrated ability to work in and contribute to a supportive teamwork culture that will achieve set objectives/targets
- Excellent written and verbal communication and interpersonal skills to enable professional interaction with a range of people including senior management and other staff, Councillors, the public, community and business groups and representatives from other organisations
- Knowledge of, or the ability to rapidly acquire knowledge of, the local community, organisational structure and the functions of local government to enable the efficient handling of enquiries and requests for information from both external and internal customers as required to support the Development & Governance group
- Proficiency in the use of records management systems, customer request systems, basic financial functions and other relevant software programs to allow creation/capture of internally produced documents

### **Qualifications and Experience**

#### **Essential (Mandatory for the Position)**

- Certificate III/IV in Business Administration (or similar) or significant experience working in a government administrative role where high standards of accuracy and efficiency and timely service delivery are expected
- Current Queensland C Class driver's licence

#### **Desirable**

- Experience working in a local government environment in a similar role
- Experience in dealing with land tenure matters, conveyancing, native title and cultural heritage claims as well as legal documents and professional legal representatives

### **Environmental Obligations**

All employees have a legal obligation to comply with environmental legislation and must comply with any Environmental Authority issued to Council to carry out activities. Clause 4.2.5 of the Employee Code of Conduct provides further detail on employee and supervisor compliance requirements.

### **Workplace Health and Safety Obligations**

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with the Council Safety Management System – SAFE PLAN and comply with the WHS Responsibility Statement relevant to their position - see Schedule S2 attached.

## SCHEDULE S2

### WHS RESPONSIBILITY STATEMENT

#### Workers

All employees have a legal obligation to comply with WHS legislation, the Council WHS Management System (SAFE PLAN), WHS policies, procedures and work instructions. These operate to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following responsibilities apply to all employees, including permanent, part-time and casual employees:

1. Ensuring you keep up to date and comply with WHS legislation and SAFE PLAN (WHS Plan) and participate in the completion of Monthly Action Plans (MAPs)
2. Performing all work and associated functions in a safe manner
3. Complying with WHS policies, procedures, reasonable written or verbal work instructions issued by Council or its officers
4. Correctly using and maintaining all personal protective clothing and equipment supplied by Council
5. Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council property generally
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage as requested
8. Attending relevant toolbox talks, team discussions or specific training organised by Council
9. Identifying the location of first aid treatment centres, fire protection facilities and evacuation procedures in the work area
10. Working in a manner that will not endanger you, other employees or the public
11. Cooperate with any reasonable instruction given by Council officers
12. Report any safety concerns to your supervisor
13. Ensuring compliance with National Heavy Vehicle legislative requirements relevant of this position.

I have read and understand the above Position Description and WHS Responsibility Statement (S2)					
<b>INCUMBENT NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	
<b>SUPERVISOR NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	