



POSITION DESCRIPTION

SECTION 1 – POSITION IDENTIFICATION

Title:	Administration Officer – Infrastructure
Department:	Infrastructure
Responsible to:	Executive Manager Infrastructure Services
Position:	Permanent Full time - 76 hours per fortnight
Salary:	\$70,000 per annum (depending on experience)
Classification:	<i>Municipal Employees (Western Australia) Interim Award 2021</i> Level 4

SECTION 2 - POSITION FUNCTION

Purpose

The position of Administration Officer – Infrastructure within the Shire of Halls Creek (the Shire) has a key role in providing administrative support to the Executive Manager Infrastructure Services, Operations Officer and Workshop Staff. The Administration Officer – Infrastructure will provide essential support in the Department's Occupational Health and Safety space, purchasing and procurement, financial reporting and budget monitoring, records management, contract management support, and more.

SECTION 3 - KEY DUTIES & RESPONSIBILITIES

- Provide key administrative support to the Executive Manager Infrastructure Services, the Operations Officer and the Workshop.
- Supports the department with procurement, invoice preparation, and ensuring payment of creditors.
- Provide a broad range of administrative support to the Infrastructure Services Department including, but not limited to, word processing and data entry, preparing reports and correspondence, photocopying, filing, minute taking, organising catering, ordering stationery and office supplies and managing appointments, room bookings and site access.
- Ensuring all areas at the Depot are maintained in a tidy and professional state at all times.
- Assist the Operations Officer in monitoring and arranging regular maintenance, service and repairs of fleet vehicles, plant and buildings.
- Apply for grants that are suited to the department's operations.
- Prepare agendas, take minutes, and support the running of operational meetings.
- Liaise with the Human Resources Officer to undertake a broad range of human resources administration tasks related to recruitment and ongoing monitoring to ensure compliance

with Human Resources policies and procedures.

- Supporting compliance with the responsibilities and requirements of the Work Health and Safety Act and related regulations.
- Assist with the implementation of the Shire of Halls Creek's Work Health and Safety policies and procedures, including assisting with audits.
- To ensure (in cooperation with the Records Manager) that all documents for which the Administration Officer is responsibility for are registered in Magiq and managed in accordance with the Document Management Plan approved by the Chief Executive Officer.
- Enter all records and correspondence into the Shire Records system, Magiq, regularly.

SECTION 4 – SPECIFIC DUTIES

Administrative Support to Director:

- Preparation of and issuing purchase orders to Shire of Halls Creek contractors.
- Preparation and issuing of procurement documents.
- Support the department in the processing of invoices.
- Obtaining quotes and estimates for future jobs.
- Maintain records on behalf of the department.
- Facilitate the Occupational Health and Safety activities of the department.

Administrative Support to Operations Officer and Workshop:

- Preparation of and issuing purchase orders to Shire of Halls Creek contractors, and suppliers.
- Obtain quotes as directed for materials, plant, and equipment.
- Maintaining maintenance records for each piece of plant.
- Composing and maintaining spreadsheet for various works and processes.
- Composing agendas and minutes of meetings.
- Support financial tracking processes, and reporting frameworks.

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SECTION 6 - APPOINTMENT FACTORS

Location	Shire of Halls Creek, HALLS CREEK, WA 6770.
Organisational Relationships	Internal and External Liaison: Internal All Council Staff External General Public, Local Services Contractors and Suppliers on occasions.
Extent of Authority	Works in accordance with general direction from the Director Assets and Infrastructure and Operations Officer
Delegation Authority	Procurement
Employment Terms	A Probationary period of 3 months will apply to this position in accordance with Shire policy.

SECTION 7 - CERTIFICATION

The details contained in this document are an accurate statement of the purpose, duties and role specifications and other requirements of the position.

 CEO

 Date

Musa Muno
Acting Chief Executive Officer

I have read and understood the requirements of the position as detailed in this document.

 Employee

 Date Appointed