

# Position Description

<b>Position Title:</b>	Administration Officer – Health, Rangers and Events
<b>Classification:</b>	Level 3
<b>Agreement:</b>	The Shire of Broome Inside Staff Enterprise Agreement
<b>Department:</b>	Health, Emergency and Rangers
<b>Location:</b>	Administration Centre
<b>Date Reviewed</b>	May 2021
<b>Approved by:</b>	Manager Environmental Health Emergency & Rangers

## Commitment to the Shire

### **Our Vision for the Shire of Broome**

A future, for everyone.

### **Our Aspirations**

To achieve our vision, we have four supporting aspirations. Our aspirations align with our core pillars – people, place, prosperity and performance. These pillars are interrelated, and each must be satisfied to deliver excellent quality of life in Broome.

<i>People</i>	We will continue to enjoy Broome-time, our special way of life. It's laid-back but bursting with energy, inclusive, safe and healthy, for everyone.
<i>Place</i>	We will grow and develop responsibly, caring for our natural, cultural and built heritage, for everyone.
<i>Prosperity</i>	Together, we will build a strong, diversified and growing economy with work opportunities, for everyone.
<i>Performance</i>	We will deliver excellent governance, service and value, for everyone.

### **Our Values**

We live by Broome's PEARLS. These are the values and behaviours that the Shire of Broome and the local community cares deeply about. We always strive to be:

<i>Proactive for Everyone</i>	Proactive, forward thinking, open-minded and innovative. for Everyone; inclusive and welcoming of all people.
<i>Accountable</i>	Accountable, transparent and ethical.
<i>Respectful</i>	Respectful of everyone and everything.
<i>Listening</i>	Listening to people's needs and ideas; community focused.
<i>Sustainable</i>	Sustainable, aiming to meet present needs without compromising the ability for future generations to meet their needs.

## **Position Purposes and Objectives**

To provide effective administrative and customer service support to the Shire of Broome in the Development Services Directorate with a specific focus to be on the administration underpinning the regulatory services of Environmental Health, Emergency, Ranger and Beach services and the administrative management of events in line with legislative requirements and Council Policy.

## **Position Key Responsibilities and Duties**

### **Corporate / Organisational:**

- Provide administrative support to the Development Services Directorate.
- Assist with general health, emergency, ranger and events related counter and telephone enquiries.
- Provide general advice/ assistance and administrative support to health, emergency and ranger departments.
- Undertake the management and administration associated with events and the booking of reserves within the Shire by maintaining an associated proficient and effective booking and accounting system in accordance with Council policy services as necessary.
- Undertake administrative duties associated with the processing of event applications by the Shire.
- Regularly update administrative procedure documents relating to health, emergency and ranger services.
- Participate in continuous improvement across the directorate and contribute to the development of procedures / policies for event management and reserve bookings
- Assist with maintenance of the Development Services Directorate's sections of the Shire's website.
- Assist with general public enquiries related to Development Services Directorate matters.
- Assist the Customer Service Team and provide assistance and administrative support to planning and building staff when required to backfill vacancies.
- Ensure professional conduct is of the highest standard in accordance with Council's Code of Conduct and policies as adopted and modified from time to time.
- Undertake special projects within skill base and qualifications.
- To undertake other duties as required from time to time.

### **Interpersonal Skills**

- Effectively communicate with a wide range of stakeholders from a diverse background.
- Self starting, motivated and able to apply initiative.
- Resilience and the ability to deal with and manage emotional charged situations to influence positive outcomes.
- Ability to be a positive influence within the team and on the organisation.
- Demonstrated energy and passion for service to a community.
- Ability to earn the respect of others.
- Able to exercise discretion with confidential matters.

## **Organisational Responsibilities**

### **Human Resource Management**

- When required, relieve positions within the department during periods of absence.
- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills.
- Undertake other activities including undergoing training and development as required for execution of the role.
- Ensure Annual Performance Review is completed on time and within the bounds of the Shire Performance Review Policy.

### **Occupational Health & Safety**

- Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current OSH Acts, regulations and code of practice.
- Demonstrate safety leadership as a priority and seek guidance for all new or modified work practices
- Not wilfully place at risk the health or safety of any person in the workplace.
- Ensure safety is an agenda item at meetings
- Attendance at OSH Committee if requested.
- Complete safety observation's and ensure that any hazardous conditions, near misses and injuries are reported immediately and closed out in a timely manner
- Participate in incident investigations

### **Compliance**

- Ensure compliance with relevant legislation, policies and procedures.
- Ensure all documentation is appropriately recorded and stored.
- Ensure compliance with software licence requirements.
- Ensure compliance with the *State Records Act 2000* by ensuring corporate documents are recorded in the Shire's Record Management System.
- Carry out duties in accordance with the Shire's Code of Conduct, relevant legislation, policies, procedures and guidelines.

### **Organisational:**

- Contributes to the achievements of the Development Services Directorate generally.
- Participate and contribute to Technical Advisory Groups and other Shire committees.
- To undertake other special projects within skill base and qualifications when required.

## Organisational Relationship/Context

<b>Reports to:</b>	Manager Environmental Health, Emergency & Rangers (or delegate)
<b>Internal Contacts:</b>	Coordinator Community Safety and Rangers Coordinator Environmental Health All staff as required
<b>External Contacts:</b>	Councillors Ratepayers Members of the public Government Agencies Other Local Governments Business and professional groups Consultants, Contractors and Suppliers
<b>Performance Review:</b>	Probation period – first three months of employment Performance Appraisal conducted annually