

Position Description

Position Title:	Business Support Officer
Classification:	Level 5 (Depot Supervisor)
Agreement:	The Shire of Broome Outside Enterprise Agreement
Department:	Infrastructure
Location:	Shire of Broome Depot
Date reviewed:	May 2022
Approved by:	Director Infrastructure

Commitment to the Shire

Our Vision for the Shire of Broome:

A future for everyone.

Our Mission:

To deliver affordable and quality Local Government services.

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

The Business Support Officer provides administration support to the Manager Operations, Operations Coordinator and Parks Coordinator. They work closely with the depot leadership to ensure that all operational activities are safe, effective and compliant.

Position Key Responsibilities and Duties

Corporate / Organisational:

- Provide administration support to the depot leadership group as instructed by the Manager Operations to enable the leadership group to be effective.
- To receive training and provide Local User Expert advice to the depot operational areas for Shire software i.e. payroll, timesheets, recruitment, accounting, procurement, record keeping etc.
- Provide technical expertise for procurement related activities i.e. Request For Quotation, Request For Tender, Expressions of Interest.
- To coordinate the delivery of the 10 Year Plant Replacement Program.
- To maintain the fuel and oil stock levels at the Depot.
- To attend operational meetings, take meeting records and follow up actions from the meetings.
- To coordinate organisational reporting requirements for depot operations and ensure reporting is provided in accordance with the nominated deadlines.
- To support the Manger Operations to deliver their Key Performance indicators (KPIs).
- Designated role within the Shire's Work Health and Safety committee.
- Designated emergency warden at the Depot.
- Any other duties across Council operations as required by Council, within skillset.

Organisational Responsibilities

Human Resource Management

- Provide leadership and assist with the development of staff according to both personnel and organisational requirements.
- Ensure Annual Performance Reviews are completed on time and within the bounds of Shire Performance Review Policy.
- Oversee the recruitment and selection process in conjunction with management and Human Resources.

Work Health & Safety

- Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current WHS Acts, regulations and code of practice.
- Demonstrate safety leadership as a priority and seek guidance for all new or modified work practices.
- Not willfully place at risk the health or safety of any person in the workplace.
- Ensure safety is an agenda item at meetings.
- Attendance at Work, Health and Safety Committee.

- 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.

Budget:

- The incumbent will have responsibility and authority for the prudent management and achievement of adopted budgeted funds and project and strategic outcomes in agreement with the Director of Infrastructure.

Organisational:

- To develop and review policies and procedures.
- To review and update or implement system improvements.
- Ensure reporting activities are provided to the Council and the Executive.
- Report on financial and costing reporting as required as part of the budgetary process.
- To contribute to the efficient and effective delivery of Council services.

Organisational Relationship/Context

Reports to:	Manager Operations
Supervises:	Nil
Internal Contacts	Parks Coordinator and Supervisors Operations Coordinator and Supervisor
	Fleet / Store Administrator Other departmental staff within the Shire Director Infrastructure
External Contacts:	Contractors and Suppliers Ratepayers Government Department Officers
Performance Review:	Probation period – first three months of employment Performance Appraisal conducted annually

Key Attributes of the Job

Essential:

- Procurement experience.
- Well-developed time management and organisational skills, with the ability to work unsupervised and to a schedule.
- Well-developed verbal, written and interpersonal skills.
- Advanced computer skills, including use of Microsoft Office Suite.
- Experience in electronic systems record management.
- Demonstrated ability to lead and work within a team environment.
- Demonstrated experience developing budgets and monitoring expenditure.
- Knowledge of Work, Health and Safety regulations

Essential Qualifications and/or Training:

- White Card (Basic Construction Industry Induction)
- Fork Lift Certificate
- Current unrestricted "C" class national driver's licence.
- Police Clearance:
 - To be valid within last three months – It is a requirement of this position for an applicant to provide a National Police Certificate. This certificate remains the property of the applicant, however, a notation of sighting the original certificate will be kept on the employee's personal file.
 - Western Australian Applicants are to provide a National Police Certificate via WA Police. Interstate applicants are required to provide a Federal Police Certificate via the Australian Federal Police.

Desirable Attributes and Qualifications:

- At least two (2) years' experience in a Supervisor position, or equivalent.
- Knowledge of local government Act and relevant regulations and standards.
- Sound knowledge of Broome municipality & local suppliers.
- MR or HR Class licence
- Current First Aid Certificate
- Certificate 2 or 3 in Business Administration or similar qualification