



Shire of **Ngaanyatjaraku**  
ON A JOURNEY

## **Administration Coordinator**

# **Position Description**



## Position Description

<b>Position Title:</b>	Administration Coordinator	<b>Reports to:</b>	Manager Corporate and Community Services
<b>Job Type:</b>	Permanent / Full Time	<b>Location:</b>	Warburton
<b>Direct Reports</b>	Customer Services Officer Customer Services Trainee Cultural Centre/Tourism Volunteers (if applicable)	<b>Award:</b>	Local Government Industry Award 2020

## Vision and Values

### Vision

The Shire of Ngaanyatjarraku – on a journey.

### Goals

The Shire's Plan for the Future sets out the following three key themes with organisational objectives. Strategies and actions have been developed as part of the corporate business planning process for working toward the Shire's vision.

<p><b>Our People</b> Looking after our people – our communities are healthy, happy and informed.</p>	<ul style="list-style-type: none"> <li>• Support and facilitate community involvement and participation opportunities.</li> <li>• Advocate for adequate health and emergency services provision.</li> <li>• Ensure appropriate water supply for Warburton.</li> <li>• Ensure appropriate regulatory health and waste services provision with funding.</li> <li>• Support education opportunities and advocate for appropriate education services.</li> <li>• Advocate for adequate telecommunication infrastructure and services.</li> </ul>
<p><b>Our Land</b> Looking after our land – which we all depend upon to keep good for our children and grandchildren.</p>	<ul style="list-style-type: none"> <li>• Help preserve, enhance and enjoy our land.</li> <li>• Support appropriate tourism and visitor attraction initiatives.</li> <li>• Effective management and planning of road infrastructure.</li> <li>• Maintain Shire owned buildings and facilities.</li> <li>• Appropriate service delivery.</li> <li>• Ensure good community facilities.</li> </ul>
<p><b>Our Leadership</b> Showing the way for our communities – doing the right things to look after our people and land.</p>	<ul style="list-style-type: none"> <li>• Provide strategic leadership and good governance.</li> <li>• Advocate on behalf of our communities.</li> <li>• Maintain corporate governance, responsibility and accountability.</li> <li>• Provide a good place to work.</li> </ul>

Last review date: April 2024

Approved by: D Mosel, Chief Executive Officer

## Position Purpose

Provide administration services to both internal and external customers. Manage the Shire of Ngaanyatjarraku reception, including the running of the Cultural Centre and Warta Shop located in Warburton.

## Principal Responsibilities and Duties

<p>Administrative Services:</p>	<ol style="list-style-type: none"> <li>1. Provide Administrative Support Services to the Chief Executive Officer and all staff at Shire of Ngaanyatjarraku.</li> <li>2. Be the main point of contact for a range of enquiries relating to the Shire of Ngaanyatjarraku.</li> <li>3. Creating draft correspondence and compilation of professional business documents and correspondence.</li> <li>4. Prepare, collate and distribute Council meeting agendas and attachments, and upload to the Shire's website.</li> <li>5. Coordinate schedule for external requests to present to Council.</li> <li>6. Prepare Council Chambers for meetings with relevant teleconferencing, audio visual and video streaming equipment.</li> <li>7. Arrange catering for Council meetings and other functions.</li> <li>8. Take minutes at Council meetings and notes at other sessions.</li> <li>9. Maintain a register of Council Decisions and track actions to report back to Council.</li> <li>10. Refer actions and request responses to questions on notice from the public.</li> <li>11. Assist with project research, planning, and implementation as required.</li> <li>12. Assist with the compilation of the Annual Report.</li> <li>13. Coordinate and manage registrations for Councillor training and webinars.</li> <li>14. Coordinate arrangements for hosting visiting stakeholders.</li> <li>15. Prepare agendas and take minutes for a range of internal and external meetings.</li> <li>16. Participate in maintaining the content on the Shire of Ngaanyatjarraku's website.</li> <li>17. Undertake Records Management, create, maintain and archive electronically and in hardcopy in accordance with Records Keeping Plan and State Records Office policies.</li> <li>18. Perform Administrator functions in SynergySoft - Central Records EDMS</li> <li>19. Provide training in information management and records keeping systems and processes to new and existing staff</li> <li>20. Data management:             <ul style="list-style-type: none"> <li>• download information from Metrocount for Roads information</li> <li>• maintain key databases with a high degree of accuracy for Staff information (licences, WWCC, Shire property/housing keys, uniforms and PPE)</li> </ul> </li> <li>21. Maintain Stationery, Uniforms and PPE levels.</li> </ol>
<p>Reception/Front of Office:</p>	<ol style="list-style-type: none"> <li>22. Provide advice and process transactions in relation to Driver and Vehicle licensing as part of Department of Transport services.</li> <li>23. Liaise with Department of Transport when required.</li> <li>24. Ensure all balancing and paperwork is completed daily.</li> </ol>

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	25. Oversee the receipting and management of all monies coming into the Shire, including Petty Cash.
Cultural Centre/Warta Shop:	26. Provide a courteous, comprehensive and efficient information service to visitors of the Centre. 27. Ensure the Centre is cleaned, maintained and presents well to visitors. 28. Maintain the Shire website for Warta Shop related activities. 29. Facilitate the procedure of purchasing artwork from regional artists, processing with labels and pricing of all items. 30. Stock control and inventory management. 31. Process payments, including transactions over the phone and through the Warta Shop online. 32. Maintain accreditation and other related compliance documentation. 33. Assist with other tourism related activities.
Organisational Compliance:	34. Ensure that the compliance requirements of relevant Acts, Regulations and local laws are met in the delivery of services. 35. To comply with all relevant Work Health & Safety legislation and Council policies, procedures and practices. 36. Take reasonable care for your own health & safety and ensure that an act or omission that you do, does not adversely affect the health & safety of other persons. 37. Promote and model professional behaviour consistent with the Shire's Code of Conduct and stated organisational values.

## Key Competencies

Knowledge, Skills and Qualifications	Essential	Desirable
Qualifications in Business Administration or demonstrated working experience in a similar role.	✓	
Demonstrated ability to work within a team environment, participate in activities and support all team members.	✓	
Experience in use of an Electronic Document Management System (EDMS)	✓	
Experience in undertaking purchasing functions.	✓	
Experience working and living in a remote community, and willingness to travel alone.	✓	
Strong administration skills.	✓	
Advanced customer service skills.	✓	
Well-developed office management skills, public relations and interpersonal skills, analytical and problem-solving skills.	✓	
Strong written and verbal communication skills and well-developed computer literacy skills particularly within a Microsoft Office environment.	✓	
Ability to work collaboratively with diverse stakeholders.	✓	
Experience in the local government sector with comprehensive knowledge of local government processes, policies or procedures.	✓	

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Experience of working with and understanding of Aboriginal culture and issues affecting them.	✓	
Highly developed knowledge of the Local Government Act, general Local Government practices and procedures, compliance and financial requirements.		✓
Experience with Synergy/IT Vision software.		✓
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>
Ability to work autonomously with limited supervision.	✓	
Ability to obtain a National Police Clearance.	✓	
Current C Class Drivers Licence	✓	