



Position Description

Position No:	R2637
Position Title:	Parks & Gardens Administration Officer Trainee
Incumbent:	Vacant
Qualification:	Certificate III in Business
Branch:	Parks & Recreation
Department:	Healthy Communities

Employment Conditions

Salary and Entitlements

Refer to SMGT

Payment of Wages

Refer to SMGT

Hours of Work

152 hours within a four week work cycle with one rostered day off per 20 days.

Superannuation

In accordance with Superannuation Industries Supervision Act.

Child Safe Organisation

Council is a child safe organisation and as such, applicants may be required to hold a Working with Children Check. Applicants may also be required to undergo a National Criminal History check.

Equal Employment Opportunities (EEO)

Council's policy is to ensure the absence of discrimination in employment.

WorkCover Arrangements

As a condition of appointment to this position, the appointee must disclose any pre-existing illnesses or injuries which may prevent them from carrying out the duties of their position. This disclosure must be made prior to employment and the employee must then undertake a medical examination with a Registered Medical Doctor, failure to do this may remove the appointee's entitlement to any future WorkCover compensation.

Organisation Structure and Principles:

Mildura Rural City Council's organisational structure has four functional departments: Corporate Performance, Infrastructure & Assets, Healthy Communities and Strategy & Growth led by General Managers.

All employees have a responsibility to act in accordance with the Code of Conduct and are expected to follow the principles of Business Excellence (Appendix 1) in how they go about their duties at Mildura Rural City Council.

1. Organisational Relationships:

1.1 Supervisor

- Executive Assistant Healthy Communities
- Parks & Gardens Coordinator

1.2 Direct Reports

- Nil

1.3 Internal

- Parks & Gardens Administration Officer
- Administration Officers
- Other Council staff
- Manager Parks & Recreation
- Parks & Gardens Teams
- Other Healthy Communities Branches
- Executive Assistant to General Manager Healthy Communities
- Healthy Communities Department staff

1.4 External

- Customers
- Other Service Providers
- Purchasing Agencies
- Rate Payers/ Community Members

2. Position Objectives:

The officer will be responsible for:

- 2.1 Providing competent, efficient and confidential administrative support to the Parks & Gardens Team, including assistance as required to other staff within the Department.
- 2.2 To provide assistance to Parks & Gardens Coordinator in all administrative tasks relating to the delivery of Services

3. Key Responsibilities and Duties:

- 3.1 Provide basic administrative support to the Parks & Gardens Team and Parks & Gardens Coordinator as necessary.
- 3.2 Undertake basic administrative duties such as word processing/typing, and data collection and entry
- 3.3 Proof and format correspondence, documents and reports relevant to the Parks & Recreation Branch.
- 3.4 Schedule meetings and provide support to Manager Parks & Recreation and Parks & Gardens Coordinator to book meeting rooms, pre-register visitors and arrange catering
- 3.5 Assist in the preparation and distribution of agenda and minutes for Branch Leadership Meetings
- 3.6 Direct customer enquiries to the relevant Team or appropriate staff member
- 3.7 Assist in the administration and maintenance of client and staff information
- 3.8 Assist in the administration and maintenance of Branch reporting systems
- 3.11 Provide basic administrative support to Team Leaders and Coordinator in the facilitation of Service Provision
- 3.12 Other duties as required and within the scope of the position.

4. Accountability and Extent Of Authority:

- 4.1 The position works within well established and documented processes
- 4.2 This position is required to provide a strong customer focus

5. Judgement and Decision Making:

- 5.1 The positions work objectives are well defined and supported by clear processes and procedures
- 5.2 Guidance and advice is always available from the Parks & Gardens Coordinator, Manager Parks & Recreation or Executive Assistant to the General Manager Healthy Communities and other senior members of the Parks & Gardens team.

6. Specialist Skills and Knowledge:

- 6.1 The incumbent will be required to have a basic understanding of the goals of the Parks & Recreation Branch
- 6.2 Basic information technology skills, in particular the Microsoft Office suite of programs.
- 6.3 Basic interpersonal skills, including written and verbal communication skills and the ability to listen and comprehend
- 6.4 This position is required to deal with confidential information on a daily basis and the ability to maintain confidentiality is required.

7. Management Skills:

- 7.1 This position requires basic time management skills.

- 7.2 This position may be required to respond to basic customer queries in a timely manner with advice and guidance always available from the Executive Assistant to General Manager Healthy Communities and members of the Parks & Recreation Leadership Team.

8. Interpersonal Skills:

- 8.1 This position requires basic communication skills to enable clear information transfer.
- 8.2 This position will be required to participate in work related activities as a team member.
- 8.3 This position will be required to engage positively with members of the public by phone, communicate information clearly and support effective enquiry resolution.
- 8.4 This position requires the ability to prepare accurate and timely routine correspondence and documents with advice and guidance always available from the Executive Assistant to General Manager Healthy Communities and members of the Parks & Recreation Leadership team.
- 8.5 This position requires the ability to prepare accurate and timely data and information to internal and external stakeholders.
- 8.6 Ability to liaise effectively with the public, staff and external providers.

9. Qualifications and Experience:

- 9.1 Basic knowledge of information technology, word processing and spreadsheets
- 9.2 Ability to manage time to achieve specific and set objectives
- 9.3 Basic written and verbal communication skills.
- 9.4 Hold a current satisfactory Police Check or ability to obtain one prior to commencement.

10. Occupational Health & Safety Responsibilities:

Employees will:

- 10.1 Take reasonable care of his or her health and safety
- 10.2 Take reasonable care of the health and safety of persons who may be affected by their acts or omissions in the workplace
- 10.3 Cooperate with his or her employer with respect to any action taken to comply with the requirement imposed by or under the Act or Regulations
- 10.4 Work in a safe manner and adhere to all safe working procedures and practices
- 10.5 Encouraging others to work in a safe manner
- 10.6 Participate in a consultation process ensuring discussion, sharing and recording of relevant OH&S information
- 10.7 Report of all workplace injuries or incidents to your supervisor and complete the incident/injury report form at the time of the incident
- 10.8 Report or rectify any unsafe acts or conditions that come to their attention

- 10.9 Be responsible for the correct use and maintenance of appropriate safety clothing and personal protective equipment as required
- 10.10 Maintain security of site, plant and equipment
- 10.11 Participate in OH&S training and activities in a positive manner.

11. Selection Criteria:

Essential core competencies required:

- 11.1 Basic written and verbal communication skills with customer interaction
- 11.2 Customer service skills and engagement
- 11.3 Basic organisational skills and time management skills
- 11.4 Ability to work effectively in a team environment
- 11.5 Ability to maintain confidentiality and discretion.
- 11.6 Hold a current satisfactory Police Check or ability to obtain one prior to commencement.

Acceptance of Position Description:

I have read and agree that this job description reflects the core duties and responsibilities of my position.

Signed:.....

Date:.....

<p>Reviewed by:</p> <p>Date:</p> <p>Endorsed by Manager:</p> <p>Date:</p> <p>Endorsed by Human Resources:</p> <p>Date:</p>
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Appendix 1:

Employees of Mildura Rural City Council were involved in the development of a core set of five values to support the Principles of Business Excellence. This position will be following the values and principles in the operation of the Healthy Communities Department.

Mildura Rural City Council's Values

RESPECT

We will be respectful towards others and value differences.

HONESTY

We will be ethical and open.

INTEGRITY

We will be reliable and trustworthy in all that we do.

TRANSPARENCY

We will be objective and fair in our communications and decisions.

ACCOUNTABILITY

We will be consistent and responsible for our actions.

Mildura Rural City Council's "Principles of Excellence"

PRINCIPLE 1: LEADERSHIP

Clear direction and mutually agreed plans enable organisational alignment and a focus on the achievement of goals.

PRINCIPLE 2: CUSTOMERS

Understanding what customers and other stakeholders value, now and in the future, enables organisational direction, strategy and action.

PRINCIPLE 3: SYSTEMS THINKING

All people work in a system. Outcomes are improved when people work on the system and its associated processes.

PRINCIPLE 4: PEOPLE

Engaging people's enthusiasm, resourcefulness and participation improves organisational performance.

PRINCIPLE 5: CONTINUOUS IMPROVEMENT

Innovation and learning influence the agility and responsiveness of the organisation.

PRINCIPLE 6: INFORMATION AND KNOWLEDGE

Effective use of the facts, data and knowledge leads to improved decisions.

PRINCIPLE 7: VARIATION

Variation impacts predictability, profitability and performance.

PRINCIPLE 8: CORPORATE AND SOCIAL RESPONSIBILITY

Sustainable performance is determined by an organisation's ability to deliver value for all stakeholders in an ethically, socially and environmentally responsible manner.

PRINCIPLE 9: SUSTAINABLE RESULTS

Leaders determine the culture and value system of the organisation through their decisions and behaviour.