



**INVERELL**  
SHIRE COUNCIL

# Position Profile

## Temporary Administration Officer (Parental Leave Relief)

SM:CES:AO:#02

May 2020



*Attaining Excellence Together*



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# CORPORATE ETHOS

## Council's Mission Statement

"To work with the community in providing and facilitating the provision of services that enhance the quality of life of all Shire residents."

## Our Commitment to the Community

We are a service organisation and will conduct ourselves accordingly. Our customers can reasonably expect the highest possible standards of service. Staff will make every effort to ensure that our response reflects our commitment to providing a quality service.

## Key Themes

-  Working with the Community.
-  Quality service.
-  Enhancing quality of life of all.

To deliver on the key themes you, as a potential Council employee, are expected to behave in a certain manner. The expected behaviour is described in our Values Charter. The values in our charter are abbreviated by the acronym **STRIVE**.

The Values Charter requires that each employee of Council shall **STRIVE** to make a devoted effort towards Council's mission in the interests of the community in which we live.

Selflessness	To have concern for the welfare of others.
Teamwork	To encourage and support others.
Respect	To acknowledge and value others.
Integrity	To be truthful, open and transparent to others.
Vision	To be creative and forward thinking for the betterment of others.
Excellence	To embrace continual enhancement of our services to others.

All Council employees are invited to give their best efforts at all times and in return Council will endeavour to create the environment supportive of their aspirations.

The community's perception of Council, as an organisation, is predicated on the performance of each and every member of staff.

Through our commitment, dedication and cooperation, the community's expectations can be met and exceeded.





## Selflessness

- 💎 Willingly participate within Council and extending yourself to help others.
- 💎 Undertaking critical self reflection for self improvement to assist others.
- 💎 Being attentive and client focused.
- 💎 Being aware of the contributions people make and the challenges they face.

## Teamwork

- 💎 Encouraging and supporting your colleagues.
- 💎 Committing to and pursuing team goals by positive contributions to team activities.
- 💎 Being responsible for your contribution to effective team performance.
- 💎 Freely sharing information, knowledge and skills with your colleagues.
- 💎 Being open to the advice and opinions of others.
- 💎 Working together to achieve the corporate strategic direction and goals that will deliver the community's aspirations.

## Respect

- 💎 Acknowledging and valuing the experience and contributions of others.
- 💎 Communicating and behaving in ways that maintain the self-esteem and dignity of yourself and others.
- 💎 Adapting your communication and behaviour to enhance the service delivery outcomes.
- 💎 Being aware and mindful of the implications for others when making decisions.
- 💎 Being respectful of people's views, beliefs and mannerisms.

## Integrity

- 💎 Behaving in a truthful, transparent and open manner in all your dealings.
- 💎 Providing comprehensive, up to date and accurate information to others.
- 💎 Consistently work in accordance with organisational and professional codes of conduct, legislative requirements and established standards of practice and behaviour to achieve quality service delivery results.

## Vision

- 💎 Being creative and forward thinking for the betterment of others.
- 💎 Being appreciative of feedback as an opportunity to learn and as a means to promote positive change.
- 💎 Being open, accepting and embracing of challenges and change.
- 💎 Persistently questioning what is and create what could be.

## Excellence

- 💎 Proactively identifying and acting on opportunities for continuous improvement in all that we do.
- 💎 Utilising effectively internal and external partnerships that enables the enhancement of service delivery outcomes.
- 💎 Utilising resources in a responsible and flexible manner for the betterment of the community.
- 💎 Being committed to personal and professional growth through lifelong learning.
- 💎 Taking ownership for your own personal and professional development and encourage others to do the same.
- 💎 Consistently model the Council's Values Charter and associated behaviours.



# BACKGROUND INFORMATION

The Inverell Shire was formed in July 1979 following the amalgamation of the Macintyre and Ashford Shires and the Inverell Municipality. The Shire comprises an area of 9,430 sq. km and is situated in the New England area of New South Wales. The Shire has an overall population of approximately 17,500 and the major town, Inverell, has a population of 11,000.

**Relevant details about the Inverell Shire Council include the following: -**

- Total Annual Expenditure - \$40 million
- Total Employees - 215

The Office of the Inverell Shire Council is located in Inverell, which is situated on the Gwydir Highway, approximately 65km west of Glen Innes in northern New South Wales. Inverell, known as the “Sapphire City”, is one of the world’s largest sapphire producing centres. The town is situated at an elevation of 590 metres, half way down the western slopes of the Great Dividing Range. The climate is dry with an average summer temperature of 28 degrees centigrade and an average of 18 degrees centigrade in winter. Winter mornings can be cold, but the days are mostly sunny and clear and there is very little wind influence.

The town of Inverell possesses an excellent shopping centre and the education facilities are of a very high standard. The town has very well developed sporting facilities that cater for a wide range of sports.





# GUIDELINES FOR APPLICANTS

Thank you for expressing an interest in the advertised position with Inverell Shire Council. This organisation is an equal opportunity employer and as such, the following information is provided to ensure that all applicants clearly understand the requirements of the overall selection process.

## **Purpose of Position Profile**

The Position Profile should be read carefully as it describes the requirements and duties of the position and forms the criteria for selection of the most meritorious applicant for the position.

## **Your Application**

Applications may be lodged by mail or electronically. Please ensure any attachments are clearly marked with your name in the event they are dislodged from your letter of application.

## **Selection Criteria**

Shortlisting for interviews is based on how well the information in your application meets the selection criteria. Therefore it is most important that your application addresses each of the selection criteria stated in the advertisement. A full resume on its own is not sufficient. Applications, which do not address the necessary criteria, may not be considered further.

Merit is the sole basis of selection and wherever possible, you are encouraged to cite evidence of your merit; don't simply state that you meet the requirements but give specific examples, which demonstrate how you meet the requirements.

## **The Interview**

Should you be successful in obtaining an interview, ensure that you plan and prepare adequately.

You will be asked a number of questions to determine how well you meet the selection criteria for the position. Consequently, it is important that you be able to demonstrate your qualifications and skills. Bring any documents, examples, etc. that you consider may assist in this process.

It is important for applicants who are not currently employed by Inverell Shire Council that documentary evidence of qualifications is provided.

## **Reference Checks**

Reference checks may be conducted for any applicants who are short-listed for interview. This information will be obtained from your referees. These people will preferably be your current or most recent supervisor and contact details should be included in your resume. If you have any objection to this action, your concerns should be raised in your application so that the Selection Committee can make alternative arrangements.

**For clarification of any part of these guidelines, please contact Council's Human Resources Officer, Melissa Daskey, by telephoning (02) 67288 288.**



# THE POSITION

## Remuneration

Salary will be in accordance with qualifications and experience, and will be in a range from \$914.10 to \$976.01 gross per week.

## Conditions

Employment will be in accordance with the terms and conditions of the *Local Government (State) Award 2017*.

## Hours of Work

Thirty-five hours per week. However, the person will be required, from time to time, to work additional hours during periods of high workloads, to ensure deadlines are met.

## Smoke Free Environment

Council provides a “smoke-free” work environment.

## Education/ Training

Council encourages and supports employees to undertake appropriate training.

## Medical

Council’s Recruitment and Selection Procedures include the completion of a medical examination. The medical examination includes a mandatory Drug Test. This examination is at Council’s expense, and you shall be required to attend Council’s consultant doctor.

## Applications

Applications close on Friday, 29 May 2020 at 4:30pm. Applications may be posted to:

P J Henry  
General Manager  
Inverell Shire Council  
PO Box 138  
INVERELL NSW 2360

Applications may also be submitted electronically to [council@inverell.nsw.gov.au](mailto:council@inverell.nsw.gov.au).

## Interviews

Interviews for the position will be conducted in the week commencing 08 June 2020.

## Recruitment Process

It is Council’s aim to complete the recruitment process and notify candidates of an outcome within four (4) weeks of the closing date, however this timeframe may be extended due to unforeseen circumstances. As a guide, the expected timeframe for the recruitment process for this position is as follows: -

Closing date: Friday, 29 May 2020;

Interview date: Week commencing 08 June 2020;

Pre-employment process (which includes Reference Checks and Medical): Week commencing 15 June 2020; and

Candidates notified of outcome: Friday, 26 June 2020.

## Additional

This position is a ‘Parental Leave Relief’ position replacing an employee on parental leave for approximately twelve (12) months; please note that employment may be terminated earlier than anticipated, if early return from parental leave is approved.





## POSITION DESCRIPTION

- OVERVIEW:** The Temporary Administration Officer (Parental Leave Relief) shall support the Administration Coordinator and Civil and Environmental Services staff with word processing, clerical and office administration services and liaise between the public and staff where necessary.
- REPORTS TO:** Administration Coordinator
- RELIEVES:** Other staff as directed by Administration Coordinator
- MANAGEMENT AND CONTROL:** Not Applicable.
- BASED AT:** Administrative Centre
- SELECTION CRITERIA: ESSENTIAL**
1. NSW Higher School Certificate or equivalent  
OR  
NSW School Certificate/ Record of School Achievement and satisfactory experience in administration.
  2. Proven successful experience in an office environment.
  3. Capacity to operate in an office environment using Word, Excel, Outlook, Power Point and other general office computer applications.
  4. Class C Drivers Licence.
  5. Demonstrated ability, experience and commitment to excellence in customer service.
- SELECTION CRITERIA: DESIRABLE**
1. Completion of suitable formal training in Office Administration or equivalent.
  2. Ability to type a minimum of seventy (70) words per minute.
- OPERATIONAL DUTIES:**
- Receive jobs and obtain full understanding as to job objectives.
  - Plan job(s) to meet time, cost and quality objectives.
  - Implement job(s) and ensure adherence to operating practices and procedures.
  - Identify variations to instructions and advise supervisor with recommendations.
  - Identify and recommend opportunities for cost saving and/ or efficiencies in operation.
  - Participate in and promote a positive public image of the corporation.
  - Ensure harmonious and productive relationship exists between the Civil and Environmental Services Division and Council client(s)
  - Promote the corporation as a caring service provider.
  - Section 7.4 of the Code of Conduct states that members of staff of Council must:
    - a) give their attention to the business of the Council while on duty;
    - b) ensure that their work is carried out ethically, efficiently, economically and effectively;
    - c) carry out reasonable and lawful directions given by any person having authority to give such directions;
    - d) give effect to the lawful decisions, policies and procedures of the Council, whether or not the staff member agrees with or approves of them; and



- e) ensure that any participation in political activities outside the service of the council does not interfere with the performance of their official duties.

**ACTIVITIES:**

1. Provide word processing, clerical, and administration duties as required including correspondence, certificates, agreements, notices, minutes, memorandums, Business Paper reports and the like.
2. Make appointments for Civil and Environmental Services staff using Outlook.
3. Handle reception counter and telephone enquiries or transfer to the most suitable member of the Civil and Environmental Services Division for the particular enquiry, such matters being handled at the lowest level of staff possible.
4. Liaise between members of the Civil and Environmental Services staff in a situation where the duties take them from the office for a number of hours in any day.
5. Operation of two-way radio.
6. Complete the administrative processing of Development and Complying Applications, Construction Certificate Applications and other applications as required.
7. Accept and lodge applications under the Pathway system.
8. Registration, creation, maintenance and distribution of documents as required within Council's record management system.
9. Compilation of building approvals and information for the Australian Bureau of Statistics.
10. Complete monthly balancing to the General Ledger of Divisional Registers.
11. Complete monthly reconciliation and lodgement of returns to relevant government authorities and agencies.
12. Relieve other staff members within the organisation as necessary and when directed by the Director Civil and Environmental Services.
13. Process Companion Animals Act Registrations and other documentation.
14. Liaison with Division Managers as directed on tasks to be undertaken.
15. Assist other Divisions with word processing as and when required.
16. Produce and maintain Procedure Manual for this position.
17. Filing, photocopying, scanning and binding of business documents associated with the Civil and Environmental Services Division.
18. Other duties compatible with the employee's skills, competence and training.

**SAFETY:**

All duties to be carried out in accordance with Council's Safety Policy.





# POSITION VACANT ADVERTISEMENT

**INVERELL SHIRE COUNCIL  
POSITION VACANT  
TEMPORARY ADMINISTRATION OFFICER (PARENTAL LEAVE RELIEF)  
POSITION NO: SM:CES:AO:#02**

Applications are invited for the position of Temporary Administration Officer (Parental Leave Relief), based at Council's Administrative Centre. The successful applicant shall provide word processing, clerical and office administration services for the Civil and Environmental Services Division and assist with word processing and office administration in other Divisions as and when required.

This position is a 'Parental Leave Relief' position replacing an employee on parental leave for approximately twelve (12) months; please note that employment may be terminated earlier than anticipated, if early return from parental leave is approved.

Applicants should address the following selection criteria:

Essential:

1. NSW Higher School Certificate or equivalent  
OR  
NSW School Certificate/ Record of School Achievement and satisfactory experience in administration.
2. Proven successful experience in an office environment.
3. Capacity to operate in an office environment using Word, Excel, Outlook, Power Point and other general office computer applications.
4. Class C Drivers Licence.
5. Demonstrated ability, experience and commitment to excellence in customer service.
- 6.

Desirable:

1. Completion of suitable formal training in Office Administration or equivalent.
2. Ability to type a minimum of seventy (70) words per minute.

Employment will be in accordance with the terms and conditions of the *Local Government (State) Award 2017*. The classification for the position will be Operational Band 1, Level 3, Grade 4. Salary will be in accordance with qualifications and experience, and will be in a range from \$914.10 to \$976.01 gross per week.

Further information, including a detailed Position Profile, is available by:

- Contacting Council's Position Profile number on (02) 67288 145 and request position number SM:CES:AO:#02; or
- Go to the Council Employment Section at [www.inverell.nsw.gov.au](http://www.inverell.nsw.gov.au)

Applicants must complete and sign the cover sheet and application form, obtainable in the Position Profile or the Council employment section at [www.inverell.nsw.gov.au](http://www.inverell.nsw.gov.au), and attach it to the front of your application. Please ensure that you have addressed the selection criteria as listed. Applications are to be addressed to the General Manager, and will close on Friday, 29 May 2020 at 4:30pm. (No original documents please). Council is an Equal Opportunity Employer and provides a smoke free work environment.

Inverell Shire Council  
PO Box 138  
INVERELL 2360

P J Henry  
General Manager



# POSITION APPLICATION FORM

**Cover sheet and application form:** - This cover sheet must be completed, signed and attached to the front of your application. Please ensure that you have addressed the essential and desirable requirements of the position in your application.

**Lodging your application:** - Applications indicating the position reference number should be forwarded by the closing date and time specified, to the General Manager, Inverell Shire Council. You may lodge your application by:

- Mail to PO Box 138, INVERELL NSW 2360;
- E-mail to [council@inverell.nsw.gov.au](mailto:council@inverell.nsw.gov.au);
- Fax to (02) 67288 277; or
- Hand delivered to Council's Administrative Centre, 144 Otho Street, Inverell.

<b>Position number:</b>	
<b>Position title:</b>	
<b>Closing date:</b>	

<b>Name:</b>	
<b>Postal address:</b>	
<b>Contact telephone number(s):</b>	
<b>E-mail address:</b>	
<b>Preferred method of contact:</b>	Email <input type="checkbox"/> Post <input type="checkbox"/>

By signing this cover sheet:

- I have read and understood the Position Profile and accept the conditions contained in it. I believe the conditions set out in the Position Profile to be fair and reasonable;
- I am in agreement for Council to contact the nominated referees or any other person quoted in my application for employment screening checks to be conducted upon me;
- I declare that the information provided in support of my application is true and that the qualifications that are asserted in my application are genuine; and
- I acknowledge that any employment or offer of employment may be withdrawn if I have provided false information in support of my application including falsely claimed qualifications.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**I have enclosed the following:**

- Claim against the essential and desirable criteria as detailed in the Position Profile.
- Copy of my resume.

***Applicants must complete, sign and attach this cover sheet and application form to the front of your application. If you do fail to complete, sign and attach this coversheet then your application will not be assessed.***



**Referees:**

Applicants **must** supply details of at least **two (2)** current referees:

<b>Name of referee:</b>	
<b>Company name:</b>	
<b>Position title:</b>	
<b>Relationship to referee:</b> (e.g. supervisor)	
<b>Contact telephone number(s):</b>	
<b>Email address:</b>	

**You must advise your referee about your application and give them permission to provide a verbal reference. Have you contacted your referee?**

Yes  No

<b>Name of referee:</b>	
<b>Company name:</b>	
<b>Position title:</b>	
<b>Relationship to referee:</b> (e.g. supervisor)	
<b>Contact telephone number(s):</b>	
<b>Email address:</b>	

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Yes  No

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<b>Relationship to referee:</b> (e.g. supervisor)	
<b>Contact telephone number(s):</b>	
<b>Email address:</b>	

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Yes  No