



## **EMPLOYMENT OPPORTUNITY Administration Officer**

The Shire of Wiluna is seeking a suitably experienced person to fill the role of Administration Officer.

This position will fall within the Corporate Services team providing administration support and frontline customer service at our administration centre.

Pay rates will be negotiable and commensurate upon level of experience for the right applicants. Included in the package housing will be offered, as well as incentives for regional flights from Wiluna, gym and facility access as well as a utility allowance in line with Council adopted policies.

Information pertaining to the position description can be obtained through the Shire's website [www.wiluna.wa.gov.au/employment](http://www.wiluna.wa.gov.au/employment) or alternatively by emailing [ceo@wiluna.wa.gov.au](mailto:ceo@wiluna.wa.gov.au) or calling (08) 9981 8000.

Applications can be emailed to [ceo@wiluna.wa.gov.au](mailto:ceo@wiluna.wa.gov.au) close 5.00pm Thursday 17 September 2020 and should be addressed to:

Laura Dwyer  
Chief Executive Officer  
Shire of Wiluna  
PO Box 38  
Wiluna WA 6646

Applicants are encouraged to include a covering letter and address the sections of the position description relating to Key Duties and Skills & Knowledge.

*The Shire of Wiluna is an equal opportunity employer and encourages applicants from all backgrounds to apply.*

POSITION DESCRIPTION- Administration Officer, September 2020

<b>Position Title:</b> Administration Officer	<b>Department:</b> Corporate Services
<b>Supervision Responsibilities:</b> Nil	<b>Reports To:</b> Manager Corporate Services
Responsible for providing administration support to Corporate Services Department in areas of customer service, general administration and website and marketing publications.	

**Shire OF  
Wiluna**



Key Duties	<ol style="list-style-type: none"> <li>1. Display a strong customer service focus, work in and contribute to a team environment with minimal or no supervision;</li> <li>2. Reception customer service for Shire Administration services including payment receipting and general enquiries;</li> <li>3. Preparation of monthly newsletter <i>Wiluna Wire</i>;</li> <li>4. Website and social media content preparation and control and assistance with professional marketing content;</li> <li>5. Library services administration and reporting;</li> <li>6. Shire facility and venue hire administration;</li> <li>7. Complete all tasks with accurate outcomes. Ensure all financial records are maintained and registered in electronic records keeping systems;</li> <li>8. Complete purchasing requirements are per the Shire's purchasing policies and procedures;</li> <li>9. Adhere to all <i>Shire of Wiluna</i> policies and procedures, and ensure personal safety at work and that of others;</li> <li>10. Other accountabilities and responsibilities as directed by the <i>Chief Executive Officer and Manager of Corporate Services</i>.</li> </ol>
Key Performance Indicators	<ol style="list-style-type: none"> <li>1. Accurate record keeping in line with Shire systems and policies;</li> <li>2. Monthly preparation of <i>Wiluna Wire</i> publication, released by 5<sup>th</sup> day of each month;</li> <li>3. Accurate receipting and reconciliation from frontline customer service payments;</li> <li>4. Reporting requirements are met and on time in relation to Library services.</li> </ol>
Skills & Knowledge	<ol style="list-style-type: none"> <li>1. Relevant experience with excellent planning and organisational skills. High level written, verbal communication and interpersonal skills;</li> <li>2. Advanced computer skills and knowledge of Microsoft Office suite and desktop publishing software</li> <li>3. Previous experience in website maintenance and social media marketing;</li> <li>4. Knowledge of Local Government procedures and practice;</li> <li>5. Current WA "C" Class driver's licence; Current satisfactory National Police Clearance.</li> </ol>

POSITION DESCRIPTION- Administration Officer, September 2020

<b><i>One proud, inclusive sustainable community welcoming growth and opportunities</i></b>	
Cultural Values	<p><b><i>Respect:</i></b> Treat others with consideration and courtesy. Encourage and acknowledge effort and initiative. Believe in the ability of others. Recognise and encourage diversity.</p> <p><b><i>Openness:</i></b> Share information and ideas. Listen and provide feedback. Only talk positively about others. Take responsibility for own actions.</p> <p><b><i>Leadership:</i></b> Involve staff in decision-making. Communicate plans and objectives. Encourage learning and personal development. Lead by example.</p> <p><b><i>Excellence:</i></b> Strive to learn. Actively seek and evaluate new ways of doing things. Encourage awareness of our stakeholders. Actively support a team environment.</p>

**POSITION DESCRIPTION AGREEMENT**

*The above stated is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The Shire of Wiluna reserves the right to amend responsibilities as required to meet business and operational requirements.*

*I, the undersigned, agree that the above position description including the key accountabilities, decision-making and outcomes/key performance indicators are accepted as appropriate for the position.*

Employee Name

Employee  
Signature

Date

*(please print)*

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