



**Position Description
(Including selection criteria)
January 2021**

**Depot Administration Officer
(Engineering and Regulatory Services)**

Shire of McKinlay
PO Box 177 Julia Creek 4823
Telephone: (07) 47 467 166
Facsimile: (07) 47467 549
Email: employment@mckinlay.qld.gov.au

INFORMATION PRIVACY

Council advises that some of the personal information submitted by applicants for this position will be added to our database for communication and administrative purposes only, and will not be disclosed to any parties other than those involved in the selection process. You may access this information by contacting Council on (07) 47467 166.



McKinlay Shire Council is the southern gateway to the Gulf. The Shire spans some 41,000 square kilometres and townships include Julia Creek (the main hub of the Shire) and Nelia on the Flinders Highway and McKinlay and Kynuna on the Matilda Highway.

McKinlay Shire has a population of approximately 1000 residents. Its main industries are Cattle grazing, beef, mining ventures at Cannington (the most concentrated silver/lead mine in the world), Eloise Mine and tourism.

Our vision

A Vibrant Community –

A focus on the health, wellbeing and general quality of life for the community.

A Strong Economy –

A focus on economic development to create employment growth and opportunity.

A Sustainable Environment –

A focus on the Shires built and natural environments and supporting infrastructure.

A Well Managed Shire –

A focus on Councils leadership and management of the Shire and its assets.

To do this, we will:

- ✓ Develop a learning organisation which provides a satisfying, rewarding and secure career for our employees while fostering teamwork, person growth and respect for the individual.
- ✓ Support and promote economic developments
- ✓ Support and promote community developments
- ✓ Develop assets and infrastructure
- ✓ Achieve environmental sustainability
- ✓ Improve financial security

Our Organisational Structure

The McKinlay Shire is represented by 5 Councillors and managed by the Chief Executive Officer in accordance with the Local Government Act and various other Acts and regulations. The staff complement is 67 with an annual budget of \$25m

Position Description **Administration Officer**

Title: Depot Administration Officer
Division: Engineering and Regulatory Services

Salary Package

Award: Level 1-2 Queensland Local Government Industry (Stream A) Award – State 2017

Reports to: Director Engineering and Regulatory Services

Position Objectives:

a) Objectives of Position

- To perform the various administrative and other duties associated with the Engineering and Regulatory Services departments at Councils Coyne Street depot.

b) Within Organisation

- To contribute to the efficient and productive operation of McKinlay Shire Council.

Organisational Relationship

a) Accountable Supervisor:

- Director Engineering and Regulatory Services

b) Liaises with:

- Staff Members in relation to duties allocated
- Directors
- External Organisations

c) Supervises:

- Nil

Duties & Responsibilities

- Providing administrative and reporting support in the following areas;
 - Animal Control
 - Reserves and Common
 - Stock Route and Agistment

- Cattle Yard
 - Housing and Buildings
 - Food licensing
 - Feral Animal Control
 - Water sewerage
 - Pest Weed
 - 1080 baiting
 - Environmental licensing
 - Workshop
 - Parks & Gardens
 - Roads (Capital/Maintenance)
 - Stores
 - Airport
 - Workplace, Health and Safety
- Responsible for the accuracy of records management for the above mentioned areas;
 - Recording of all correspondence documents into InfoXpert and assisting records management officer for completion of registration;
 - Relieve the stores officer when required;
 - Relieve the Ranger in livestock weighing operations;
 - Relieve the Local Laws Officer in pound operations;
 - Assist in the promotion and development of quality management practices within department;
 - Complete ARO (Airport Reporting Officer) training and to assist in airport duties
 - Assist in the preparation and evaluation of tenders;
 - Assist in the preparation of end of month/Council reports relating to Engineering and Regulatory Services for Council; and
 - Other duties when required.

Workplace Health and Safety

- Report any workplace accidents / incidents to your supervisor;
- Comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace;
- Contribute ideas and suggestions that promote safety awareness;
- Take reasonable care for your own health and safety and do not adversely affect the health and safety of other persons.
- Ensure compliance with Work Place Health and Safety policies and practices adopted in Safe Plan.

Performance Indicators

- Efficient and timely processing of functional roles
- All documents scanned to and filled correctly on InfoXpert
- Customer service skills exercised at high level

Selection Criteria

SC1 Skills:

- Well developed verbal communication and interpersonal skills to effectively work and participate in a team based environment, liaise with a variety of internal staff;
- General data entry skills and time management skills;
- Well developed computer skills including a working knowledge of the Microsoft Office software suite;
- Ability to carry out a wide range of administration duties unsupervised and within set procedures;
- Competency in the use of a variety of office equipment including telephone systems, photocopiers, printers, binding machine.

SC2 Qualifications or Relevant Experience:

- Previous experience working within Local Government desirable but not required;
- Experience in the provision of general administrative duties in a multi faceted workplace;
- Experience with Practical Accounting Package or similar (preferred but not required);
- Experience with InfoXpert record keeping system or similar (preferred but not required).
- Quality Assurance experience (preferred but not required)

SC3 Knowledge:

- A working knowledge of the Workplace, Health and Safety Act 2011 and Regulations;
- Knowledge of Local Government Act 2009 and Finance Standards beneficial but not essential.