



Carrathool Shire Council

POSITION DESCRIPTION

Operations Officer

DIRECTORATE	INFRASTRUCTURE SERVICES
REPORTS TO	DIRECTOR INFRASTRUCTURE SERVICES
CLASSIFICATION	BAND 1 LEVEL 4
GRADE WITHIN SALARY STRUCTURE	10
STATUS OF EMPLOYMENT	PERMANENT
HOURS OF WORK	35
POSITION CODE	4400
DATE APPROVED	23 JANUARY 2024

Council overview

Carrathool Shire Council is a large rural Council, having an area of 19,000 square kilometres and five urban centres. The Council is traversed by the Murrumbidgee and Lachlan Rivers, the Mid Western Highway and the Kidman Way. Agribusiness is growing and has diversified greatly, and now includes enterprises such as cotton, walnuts, olives, rice, corn, cherries, and chicken farm developments with capital investment in the range of \$500 million. The area is thriving, and so are the opportunities.

Council vision

Carrathool Shire Council and the community will work together to protect and deliver quality of life in harmony with economic development and environmental sustainability.

Primary purpose of the position

To provide the Director Infrastructure Services, Manager Infrastructure Services, Manager Fleet & Town Services and Manager Water & Sewer with effective technical and clerical support.

Key accountabilities

Within the area of responsibility, this role is required to:

- Process purchase orders for the Infrastructure Services division to ensure the prompt payment of invoices.
- Provide effective administrative support to all functions of the Infrastructure Services division.
- Maintain Infrastructure Services records and documentation to ensure accuracy and efficiency.
- Accurately collate tender documentation for the Infrastructure Services division to ensure a timely and proficient outcome.
- Collate and provide relevant data to the Infrastructure Services division for the preparation of various reports utilising the Reflect program.
- Provide administration support to the Director Infrastructure Services with the NHVR (National Heavy Vehicle Regulator) applications.
- Carry out other duties that are within the limits of the employee skills, competence and ability as required.

Organisational accountabilities and responsibilities

Customer Service	<ul style="list-style-type: none">• Ensure an efficient, courteous and professional service to internal and external customers at all times.• Present a positive image of Council at all times.
Governance	<ul style="list-style-type: none">• Carry out work in line with relevant legislative requirements, codes, practices and standards.• Carry out their duties in a professional and ethical manner, in compliance with the requirements of Council policies and procedures.• Take responsibility for and manage own work and contribute to a productive work environment.• Comply with Council's Code of Conduct and requirements of EEO and anti-discrimination policies.• Ensure accurate and timely record keeping in accordance with Council's requirements.
Work Health and Safety	<ul style="list-style-type: none">• Perform work in accordance with WHS Legislation and Council's policies and procedures.• Report all near misses/accidents, injury and illness as per Council policies to the immediate supervisor.• Contribute to work health and safety of self and others.• Attend and participate in all training as directed.
Risk Management	<ul style="list-style-type: none">• Assist Council supervisors and managers in identifying and assessing hazards at the workplace.• Be aware of and follow Council's risk management procedures when undertaking tasks or projects.• Do not interfere or misuse any safety device or equipment which has been provided.
Environmental Responsibilities	<ul style="list-style-type: none">• Consider the protection on the environment in decision making and in the undertaking of all Council activities.

Key relationships

Internal	External
All Council staff	Members of the public

Compulsory requirements of the position

- The successful candidate will be required to undertake pre-employment screening and achieve a satisfactory outcome.

Essential requirements





1. Experience in undertaking a range of clerical duties in a small office environment.
2. Developed interpersonal skills combined with the ability to communicate with the public.
3. Demonstrated ability to work in a team environment.
4. Developed keyboard skills combined with a working understanding of a range of computer applications.
5. Competent skills in time management, planning and organising work schedule.

Desirable requirements

6. Cert IV Business Administration.
7. Class C driver's licence.

Capabilities for the role

Carrathool Shire Council's Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance, or, "how we do things around here". It builds on our organisational values and creates a common sense of purpose for all staff at all levels of the workforce. Below is the full list of capabilities and the level required for this position. The capability names in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.









Core Organisational Capabilities			
Capability Group	Capability Name	Level	Stream
 Personal attributes	Manage Self	Foundational	2
	Display Resilience and Adaptability	Foundational	3
	Act with Integrity and Courage	Foundational	1
	Demonstrate Accountability	Foundational	4
 Relationships	Communicate and Engage	Intermediate	2
	Community and Customer Focus	Intermediate	3
	Work Collaboratively	Foundational	1
	Influence and Negotiate	Foundational	4
 Results	Plan and Prioritise	Foundational	2
	Think and Solve Problems	Foundational	3
	Create and Innovate	Foundational	4
	Deliver Quality Results	Intermediate	1
 Resources	Finance	Foundational	3
	Assets, Tools and Resources	Foundational	2
	Technology and Information	Intermediate	1
	Procurement and Contracts	Foundational	4

Streams

Streams identified for the position are the remainder capabilities prioritised in order for future development and progression. These must be demonstrated to progress through further steps. For further details of these capabilities refer to Council's Capability framework.

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment.

Core Organisational Capabilities		
Group and Capability	Level	Behavioural Indicators
 <p>Personal Attributes Act with integrity and courage</p>	<p>Foundational</p> 	<ul style="list-style-type: none"> • Is open and honest • Tells the truth and admits to mistakes • Follows the code of conduct, policies, procedures and other guidelines • Speaks up and reports inappropriate behaviour and misconduct • Maintains confidentiality of customer and organisational information
 <p>Relationships Work Collaboratively</p>	<p>Foundational</p> 	<ul style="list-style-type: none"> • Keeps team members and manager informed of what he/she is working on and/or doing • Shares knowledge and information with team members and manager • Offers to help colleagues and takes on additional tasks when workloads are high • Is aware of the wellbeing of co-workers and provides support as appropriate • Is open to input from people with different experiences, perspectives and beliefs
 <p>Results Deliver Quality Results</p>	<p>Intermediate</p> 	<ul style="list-style-type: none"> • Takes the initiative to progress work tasks under guidance • Identifies what information/resources are needed to complete work tasks • Consistently delivers key work outputs on time
 <p>Resources Technology and Information</p>	<p>Intermediate</p> 	<ul style="list-style-type: none"> • Makes effective use of records, information, and knowledge management systems. • Supports the introduction of new technologies to improve efficiency and effectiveness

Progression skills, qualifications and experience

Progression through the salary system is based upon the acquisition and use of skills and/or employee performance/behaviour. Below are the skills required for progression at each step at and above:

Step 1 (Entry Level) Essential Criteria	<ul style="list-style-type: none">• Experience in undertaking a range of clerical duties in a small office environment.• Developed interpersonal skills combined with the ability to communicate with the public.• Demonstrated ability to work in a team environment.• Developed keyboard skills combined with a working understanding of a range of computer applications.• Competent skills in time management, planning and organising work schedule.
Step 2	<ul style="list-style-type: none">• Prerequisites from Step 1 plus:• Council's general induction completed.• Demonstrated ability to competently use software such as AMR, Vault and Vendor Panel.• Demonstrates Stream 1 Capabilities.
Step 3	<ul style="list-style-type: none">• Prerequisites from Steps 1 and 2 plus:• Demonstrated ability to format Council documents in line with Council's style guide.• Demonstrates Stream 1 and 2 Capabilities.
Step 4	<ul style="list-style-type: none">• Prerequisites from Steps 1, 2 and 3 plus:• Records are secured, accessible, kept accurately and are maintained in accordance with relevant legislation and Council requirements.• Demonstrates Stream 1, 2 and 3 Capabilities.
Step 5	<ul style="list-style-type: none">• Prerequisites from Steps 1, 2, 3 and 4 plus:• Cert IV Business Administration.• Demonstrates Stream 1, 2, 3 and 4 Capabilities.

Additional information

This position description is indicative and not to be considered as a comprehensive, complete, and/or exhaustive list of responsibilities, duties, and accountabilities. Just as Council is adaptive and responsive, Council's roles are similarly dynamic. This role may evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation, or as a result of ongoing professional learning, organisational development or continuous improvement, which are fundamental tenets of Council's operations.

Declaration

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Carrathool Shire Council from time to time as necessary.

Employee's Name _____

Employee's Signature _____ Date ____ / ____ / _____

HR Signature _____ Date ____ / ____ / _____