

CONFIDENTIAL

Position Description

EMPLOYEE:	Vacant
POSITION TITLE:	Administration Support Officer, Rural Councils Corporate Collaboration Project (RCCC) – (x2 positions)
POSITION NUMBER:	To be allocated
MANAGER:	Project Director, Rural Councils Corporate Collaboration (X1 position) People and Culture Manager (X1 position)
UNIT OR TEAM	Corporate Services
APPOINTMENT:	Fixed Term – six months
LOCATION:	Civic Centre, Roberts Avenue, Horsham *
AWARD:	Horsham Rural City Council Enterprise Agreement Number Nine, 2019 - 2022
AWARD CLASSIFICATION:	Band 4 Level A
HOURLY RATE:	\$31.74
PREPARED BY:	People & Culture Department
APPROVED BY: DATE:
	(Director Corporate Services)
 DATE:
	(Employee)

*Currently due to Covid restrictions, many of our services are largely working remotely and it is anticipated this position may also need to work from home for at least the start of the contract. While these positions are employed by Horsham Rural City Council, the roles may be required to provide support services to any of the member Councils in the group.

ORGANISATION VISION

A progressive and innovative organisation, delivering high quality and sustainable services

ORGANISATION VALUES

Flexibility We are adaptable to changing circumstances	Accountability We are responsible for our behaviour and actions	Integrity We are ethical, transparent and honest in our conduct	Respect We value diversity and appreciate others
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POSITION BACKGROUND

In response to the Covid-19 pandemic the Horsham Rural City Council has successfully applied to the Victorian State Government for a number of additional, fixed term positions under the “Working for Victoria” program. This initiative helps Victorians, including people who have lost their jobs as a result of coronavirus, to find paid work that supports our community. In accordance with the funding agreement appointment is for a six month period.

The changing and evolving needs of the Covid-19 pandemic require a degree of staffing and position flexibility. This position description therefore does not detail all of the tasks and duties that an employee will be asked to undertake so that HRCC can respond to the pandemic. It is expected that employees will have a willingness and understanding of the need to be adaptable to reasonable changes in duties and tasks that may be required. Any such changes will not impact the rate of payment as outlined in this position description.

You are eligible to participate in Working for Victoria if you are:

- legally able to work in Victoria
- are unemployed or have recently experienced a significant reduction in income

If you are interested, please sign up and provide information about your job preferences, skills and experience on “Sidekicker”: <https://www.getsidekicker.com/create-sidekick-account?source=vic-gov-marketplace>

Once you have done this you will then start receiving updates about employment opportunities that you can apply for relevant to your interests and experience.

Regional Councils Corporate Collaboration Project

The project is funded via a government grant and has as its initial intention the delivery of shared systems for Finance, Payroll, Procurement and Rates, Property & Regulatory Management across Buloke, Hindmarsh, Horsham, Loddon, West Wimmera and Yarriambiack councils.

POSITION OBJECTIVES:

Provide administrative support and assistance to the Regional Councils Transformation Project.

KEY RESPONSIBILITY AREAS:

- support the Project Director and/or Manager People and Culture with a range of administrative tasks related to the function of the Regional Councils Transformation Project
- coordination and distribution of materials and support of information gathering across six member councils in the project
- Research or gathering and coordination of relevant data to support the project
- provide general support as required to areas of the business units including set up of meetings, agendas, minutes and action items.

NOTE:

One of the positions will be focussed on overall administration and support for the project by means of direct support to the Project Director and associated tasks; the second position will support the Implementation group which includes the Change Management elements of the project.

RISK MANAGEMENT:

- perform duties in a manner that prevents and does not place unnecessary risk on the personal health and safety of others or any property;
- encourage other employees to work safely;
- report any illness, injury, hazard, near miss or incidents and losses of any kind as soon as they are detected to the manager or supervisor

ORGANISATIONAL RELATIONSHIP:

Reports to: Project Director, Rural Councils Corporate Collaboration (X1 position)
People and Culture Manager (X1 position)

Supervises: Nil

Internal Liaisons: Members of the Project Groups
Various staff as needed across Councils

External Liaisons: Consultancy or support agencies

ACCOUNTABILITY AND EXTENT OF AUTHORITY, JUDGEMENT AND DECISION MAKING:

This position is responsible to the relevant manager nominated above for the satisfactory completion of duties within the set time schedule; to the appropriate standard and in a safe and efficient manner in accordance with the Occupational Health & Safety Act, regulations and requirements and Council policies which apply

- the objectives of the work are well defined but the particular method, process or equipment to be used must be selected from a range of available alternatives
- guidance and advice is always available

In respect of OHS matters, HRCC expects that staff will take reasonable care and:

- protect their own health and safety at work;
- avoid adversely affecting the health and safety of any other person
- use any equipment provided for health and safety purposes;
- obey any reasonable instruction they may be given in relation to health or safety at work;
- ensure they are not, by the consumption of alcohol or a drug, in such a state as to endanger their own safety at work or the safety of any other person at work; and
- promptly report all accidents to their supervisor

MANAGEMENT AND ADMINISTRATIVE SKILLS:

- effective time management and report writing skills
- able to plan and organise upcoming work
- attention to detail
- efficient computer software skills, knowledge and understanding (in particular Microsoft Office)

INTERPERSONAL SKILLS:

- excellent English and customer communication and liaison skills
- excellent personal presentation
- able to co-operate effectively with other staff in a team environment and to work individually
- ability to think logically, quickly and within set time-frames

LICENCES AND ASSOCIATED EXPERIENCE

- driver's licence preferred

OTHER QUALIFICATIONS AND EXPERIENCE/SELECTION CRITERIA:

- Year 12 together with administrative skills gained through relevant on-the-job training
- good time management, prioritisation and organisational skills and the ability to achieve objectives within the scope provided
- able to effectively research and summarise information to inform solutions and recommendations

FURTHER INFORMATION:

Horsham Rural City Council is committed to providing and promoting child safe environments. Council has zero tolerance to child abuse and aims to create a child safe and child friendly environment where children feel safe and secure and have fun. This includes the physical, emotional, cultural and social wellbeing of all children.

Council encourages applications from people of all abilities and can make information available in alternative formats if required.

Background, Pre-employment, Medical and Police record checks will be conducted as a part of the appointment and confirmation of employment processes.

Horsham Rural City Council is an Equal Opportunity Employer. Council and its employees also have obligations under Victoria's Charter of Human Rights and Responsibilities. See the People & Culture Department or www.humanrightscommission.vic.gov.au for further information.

**Human Resources Lead
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