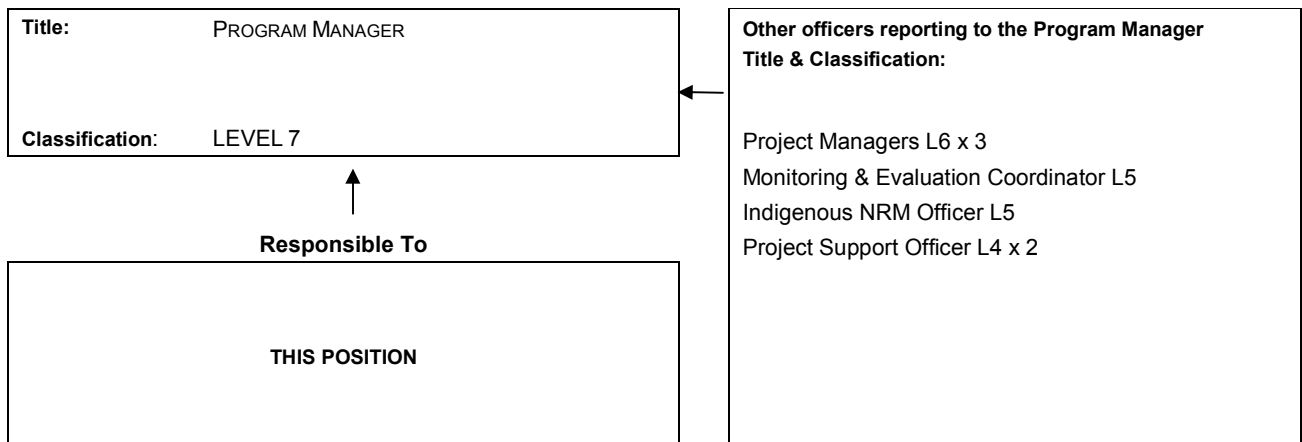


JOB DESCRIPTION FORM

SECTION 1 - OFFICE IDENTIFICATION

		EFFECTIVE DATE OF DOCUMENT JUNE 2008
ORGANISATION: AVON CATCHMENT COUNCIL INCORPORATED	CLASSIFICATION: LEVEL 2	OFFICE No: ACC P6D025
TITLE: ADMINISTRATIVE OFFICER		
SALARY RATE: \$42,017 TO \$46,686		

SECTION 2 - REPORTING RELATIONSHIPS



Title	Classification	Number of FTE's supervised and controlled
Officers under <u>direct</u> responsibility No OFFICERS UNDER DIRECT RESPONSIBILITY		

SECTION 3 - KEY RESPONSIBILITIES

Provides a quality, customer focussed administrative support service with functional management to the CEO and Program Manager to assist in the achievement of the Avon Catchment Council's objectives.

SECTION 4 – STATEMENT OF DUTIES

EFFECTIVE DATE OF DOCUMENT

JUNE 2008

TITLE ADMINISTRATIVE OFFICER	CLASSIFICATION: LEVEL 2	OFFICE No: ACC P6D025
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BRIEF SUMMARY OF OUTCOMES REQUIRED IN DESCENDING ORDER OF IMPORTANCE

Duty No.	Details	Freq.	%
1	<p>Office reception</p> <p>Ensure that the front office reception duties are performed to the required standard, including:</p> <ul style="list-style-type: none"> • Responsibility for incoming calls, faxes and emails; • Undertake a wide range of functions in response to calls and emails; • Meet and greet visitors and direct appropriately; • Collect, open and distribute mail and faxes, maintaining correspondence records; • Maintain staff front desk diaries. 	D	15
2	<p>Administration support</p> <ul style="list-style-type: none"> • Ensure that all verbal and written information provided to internal and external staff and clients is correct, factual and timely; • Vehicles administration • Organise conference, venue bookings and catering for meetings, workshops and forums; • Organise conference calls; • Assist in the maintenance of hard copy and electronic filing systems. 	D	60
3	<p>Coordinate a range of general administrative tasks in an effective and efficient manner</p> <ul style="list-style-type: none"> • Take responsibility for performing multiple tasks simultaneously and ensuring that mutually agreed timelines are met; • Order stationery as needed; • Maintain information resources; • Be available for suppliers, couriers and deliveries and distribute as appropriate; • In liaison with CEO and Program Manager, provide administrative support for various human resources management tasks, including the coordination and processing of applicants for positions advertised; • Maintain accurate records of equipment used by multiple staff at various times on front desk booking sheets; • Monitor all office equipment including colour printer, photocopier, multi-function centre; • Maintain and monitor bookings for pool vehicles; • Organise travel arrangements for staff, including flights, accommodation and hire cars; • Maintain the corporate wardrobe; • Perform other tasks as directed. 	D	15
4	<p>Assist with ACC's financial systems</p> <ul style="list-style-type: none"> • Provide financial systems services when staff are on leave; • Manage the petty cash system and staff social club; • Assist in the processing of accounts for payment and receipts; • Attend to account inquiries; • In assisting with ACC's financial systems, complies with <i>Financial Administration and Audit Act</i> 	D	10

FREQUENCY: D-Daily, W-Weekly, F-Fortnightly, R-Regularly, O-Occasionally, A-Annually

TITLE

ADMINISTRATIVE OFFICER

CLASSIFICATION:

LEVEL 2

OFFICE No:

ACC P6D025

SELECTION CRITERIA**1 Essential criteria**

Demonstrated ability to provide administrative support for a multi-disciplined team, managing competing priorities and task timelines, under minimal supervision.

Demonstrated commitment to quality customer service and able to relate to and show empathy for a broad range of internal and external clients.

Excellent communication skills including written, verbal and interpersonal skills.

Ability to work in a team environment.

Demonstrated ability to use the Microsoft Office suite of software.

2 Essential pre-employment requirements

Australian citizenship, permanent resident of Australia as defined by the *Commonwealth Immigration Act*, or holder of a relevant work visa (if not currently held, must be acquired prior to commencement at applicant's expense).

Western Australian C (car) class motor driver's licence, or equivalent (if not currently held, must be acquired prior to commencement at applicant's expense).

