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<b>JOB TITLE</b>	Office Manager	<b>RATE</b>	LG Award 2020 Level 8
<b>JOB STATUS</b>	Full-time	<b>DATE</b>	JANUARY 2025
<b>REPORTS TO</b>	Chief Executive Officer		

## **JOB DESCRIPTION**

**Purpose of role** Organise and supervise the Wagait Shire Council's administrative and office operations, to meet the priorities determined by Council.

**Key Relationships**

- CEO
- Council staff
- Wagait Beach residents
- Contractors
- Government

**Key duties and responsibilities** General Administration

- Manage, maintain and supervise the Council Office reception operations including answer, screen and transfer inbound phone calls.
- Receive and direct visitors and clients.
- Collect, sort and distribute incoming mail correspondence.
- Coordinate and manage outgoing mail.
- Coordinate and manage maintenance of office equipment.
- Maintain office supply inventories and orders as approved by the CEO.
- Manage the Facility Bookings calendar and other calendars as directed.
- Prepare and modify documents including correspondence, reports, drafts, memos and emails.
- General clerical duties including scanning, photocopying, fax and mailing.
- Maintain electronic cloud based and hard copy filing systems.
- Handle requests for information and data.
- Resolve administrative problems and enquiries.
- Maintain Council records including all meeting agenda and minutes of Council and Council Committees as required by Law.
- Maintain Council registers including Assets and Rates Assessments.
- Maintain Council's plant and equipment records and arrange to undertake routine repairs and maintenance.
- Liaise with suppliers, regarding quotes and supply of goods.
- Prepare estimates and obtain quotes as required.
- Meet all Work Health and Safety requirements and ensure appropriate safety and health practices are followed for self and others.
- Operate within the delegated authority defined in the Council's Delegations Register.
- Attend and contribute to weekly Toolbox meetings.

### Financial Administration

- Maintain Council's financial records including the provisions of orders, invoices, sales and reports.
- Work closely with the Finance Coordinator and Auditor as required to maintain correct financial records.

### Project Administration

- Manage and maintain all administrative tasks related to Dog Management and Dog Registration, as directed by the CEO.
- Manage the Community Library and volunteers as directed by the CEO.
- Manage Community Events on observed annual national holidays including ANZAC Day and Australia Day, in consultation with the CEO and Sports & Active Recreation Manager.

### Service Responsibilities

- Provide an enthusiastic and positive high level of service to all internal and external customers.
- Perform work in a safe and healthy manner and abide by Council and legislative safe work practices and procedures, instructions and safety management practices.
- Ensure accountability and responsibility for Council's resources including best value for dollar and care for Council equipment.
- Remain conscious of and responsible for your own impact on your work environment and those around you.
- Ensure you abide by Council's policies, codes and practices.
- Identify and implement with approval, any opportunity for improvement to systems, processes and work practices.

### Occupational Health & Safety

- Take reasonable care of your own health and safety.
- Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at a workplace.
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act or Regulation.

#### **Other duties**

Other duties consistent with the role of Office Manager as identified and agreed with the Chief Executive Officer. The above list is not exhaustive, and the role may change from time to time to meet the overall objectives of the organisation.

## **JOB REQUIREMENTS**

#### **Qualifications**

- Relevant certifications including Business Administration and Asset Management related training.

#### **Experience**

- Experience in all aspects of general administration and financial management of Local Government.
- Experience in dealing with the public regarding Local Government regulations and processes.
- Experience in preparation of Council documents and record-keeping.

- Experience as a manager or supervisor in a highly regulated environment.
- Knowledge**
- Demonstrate good understanding of Australian Fair Work principles including Equal Employment Opportunity, Occupational Health and Safety, Cultural Diversity principles.
  - Demonstrate understanding of Local Government regulations and legislative responsibilities.
  - Understand confidentiality, apprehended bias and conflict of interest when dealing with information and sensitive issues.
  - Good knowledge of and commitment to safe working practices.
- Skills & competencies**
- Communication: highly developed interpersonal skills when dealing with the public, Council management and elected members.
  - Attention to detail: excellent attention to detail and written skills when communicating with others, both internally and externally.
  - Teamwork: commitment to work as a team member and work independently, willingness to assist and support others as required and get on with team members.
  - Time management/organisation: demonstrated ability to set priorities, accomplish objectives effectively within time frame given and carry out duties in an efficient and timely manner.
- Personal attributes**
- Professional approach
  - Ability to work under pressure
  - Organisational and time management skills
  - Excellent attention to detail
  - Confident manner
  - Positive approach to change
  - Physical fitness
- Other requirements**
- Class A NT Drivers licence
  - Working with Children clearance (Ochre Card)
  - National Police clearance

## ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

### Signed by You

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Signed by Supervisor

Signature \_\_\_\_\_

Date \_\_\_\_\_