

Position number	TBA	Date of last review	September 2023
Position Title	Jardine Ferry Administration Officer		
Award	<i>Queensland Local Government Industry (Stream A) Award – State 2017</i>		
Classification	Band 2 Level 1		
Division	Community & Regulatory Service		
Section	Administration		
Location	Jardine Ferry		
Employment Type	Permanent Full-time		
Hours of Duty	36.25 hours per week		
Supervisor	Executive Service Manager		
Direct Reports	Nil		

ORGANISATIONAL ENVIRONMENT

Our Vision - Where do we want to be in 5 years?

Build a sustainable, culturally vibrant and connected community

Our Mission - How will we achieve our Vision?

By growing indigenous and local opportunities, enhancing, preserving and protecting our unique physical environment and unique Cultural Heritage, prolonging and enriching the lives of our People, promoting unity and leading multi-generational change.

Our Values - What do we believe in?

1. Community Focused
2. Respect and support for environment, culture and our people
3. Transparency and accountability
4. Working with Stakeholders to plan and actively share responsibility for improving sustainable service provision for community
5. Providing a safe and healthy working environment

CONDITIONS OF EMPLOYMENT

The conditions of employment for this position are in accordance with the *Northern Peninsula Area Regional Council Certified Agreement 2019*, the *Queensland Local Government Industry (Stream A) Award – State 2017*, Council's policies and procedures, Council's Code of Conduct and other legislative requirements.

WORK HEALTH AND SAFETY RESPONSIBILITIES

The employee shall comply, so far as is practicable, with:

- the *Work Health and Safety Act 2011* and associated Regulations and Codes of Practice
- Council's Workplace Health and Safety Policies and Procedures
- instructions given by their manager in respect of the Health and Safety of themselves and the Health and Safety of other persons

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

PRIMARY OBJECTIVE OF POSITION

Under the Strict supervision and directions from the Ferry Manager, the Administration Officer is responsible for adhering to the safety regulations of operating the Ferry Shop situated at the Jardine Ferry. Responsible for issuing tickets to customers for the crossing of the Ferry and to Sell goods and other merchandise for the NPA Council, Clean and maintain the Kiosk to be presentable when customers walk in.

KEY RESPONSIBILITIES AND DUTIES

In co-operation with the Ferry Manager and or Supervisor, the Administration Office is responsible for the following areas:

- Assist with the daily services of running the Kiosk at the Jardine Ferry.
- Provide quality customer services for all clients including answering telephone enquiries.
- Assist Manager and or Supervisors with general office duties, e.g., Filling of Timesheets, leave forms, and other relevant Forms required by Manager or Supervisor
- Perform reception duties as required
- Support and performs administrative requirements for the Manager and or Supervisor
- Gather data and prepares reports for more detailed analysis for Executive Manager
- Coordinates and undertake purchasing of office supplies required and oversee the general administration system.
- Undertake other duties, as required.

SELECTION CRITERIA

1. Certificate III or IV in Business Administration or equivalent experience in local government executive support services.
2. Demonstrate relevant experience in providing high level administration support at an Executive Support level
3. Accurate and efficient typing skills with experience using Microsoft Office suite in particular Word, Excel and presentation software
4. Experience in using electronic records management systems
5. Ability to maintain the highest confidentiality, manage calendars and assist in organising and facilitating Executive Team support.
6. Proven skills in organising and maintaining relevant documentation particularly electronically for general business operations, meeting including agendas and minutes.
7. Demonstrate excellent communication and interpersonal skills
8. Demonstrate commitment to Council values and experience in enhancing workplace culture and activities.
9. Hold current drivers' licence

Desirable

1. Experience working in a similar role or in a Local Government Council.

We agree that this Position Description accurately reflects the role.

Employee Name: _____ Signature: _____ Date: _____
(Print)

Manager Name: _____ Signature: _____ Date: _____
(Print)

Exec. Manager Name: _____ Signature: _____ Date: _____
(Print)