



# Employment Application Package

Administration Support Officer  
(People Development)

# Position Description

## Administration Support Officer (People Development)

<b>Directorate</b>	Corporate Services
<b>Tenure</b>	Part-time
<b>Level</b>	EBA Level 4

Shire of Murray staff are expected to embrace the following values, which underpin positive culture and guide strategic and operational decisions.

Our values are **REAL**

### Respect

#### ***For our Community***

Adopt and maintain a customer focus, serve the community with pride and passion, ensure decisions taken help businesses to thrive, protect our environment and improve quality of life.

#### ***For our Councillors***

Take pride in serving Councillors as the elected representatives of our community; ensure that a sound understanding of the community guides advice to Council.

#### ***For our Colleagues***

Approach problems with a we over me mentality, collaborate and support each other to achieve organisational goals.

### Excellence

Be outcomes-focused and innovate, ensure continual learning and growth, build strong relationships, adopt a can-do attitude, be proactive, participatory and inclusive, listen to understand and empower, close the loop.

### Accountable

Care about your work, take pride in what you do, own your mistakes and let your learnings guide you to achieve better results and grow, be open and transparent.

### Leadership

Be a steward of our community, your team and the organisation, create a positive working environment, take initiative,

## Position Objectives

- Provide professional and efficient administration support to the People Development team.
  - Provide a high level of customer service to both internal and external customers of the Work Health and Safety, Risk Management and Human Resources business units.
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## Key Duties/Responsibilities

### Administration

- Develop and implement the Organisational and WHS Professional Development Programs.
- Develop and implement the Health and Wellbeing Program.
- Assist with WHS and Risk Management administrative activities as requested.
- Assist with Human Resources administrative activities as requested.
- Regularly review expired or missing documents and qualifications within the Human Resource Information System (HRIS) and follow up where necessary.
- Conduct a monthly audit of documents within the HRIS.
- Review and update the Shire's Intranet.
- Raise purchase orders and review accounts payable invoices prior to authorisation.
- Order name badges and business cards as required.
- Undertake any other directions consistent with the level of the position as directed by the Manager People Development.

### Organisational

- Embrace and participate in change to better achieve the Shire's goals and objectives.
- Exercise discretion, initiative or seek judgement where practises and direction are not clearly defined.
- Maintain strict confidentiality.
- Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
- Actively embrace and display Shire of Murray values.
- Identify, assess and report strategic, operational and project risks.
- Comply with Council's Code of Conduct ensuring probity and ethical behaviour in all dealings.
- Follow, support and actively contribute to the continual improvement of processes and procedures within the Shire.
- Promote, maintain and improve the working environment and practises to ensure compliance with Industrial Awards; Work, Health and Safety; Equal Employment Opportunity legislation and Council's Policies and Procedures.
- Within the scope of the position, assist with any Resource Sharing Alliances that the Shire of Murray enters into.

## Work Health and Safety

- Ensure all staff understand and embrace the importance of safety in the workplace, equal opportunity, behaving appropriately and respecting colleagues.
  - Comply with the safety policies and procedures as prescribed by the Council and abide by relevant statutory safety requirements at all times.
  - Report all accidents, incidents and hazards.
  - Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant.
  - Eliminate and control hazards in the workplace using the hierarchy of controls.
  - Take reasonable care to ensure your safety at work, and that of others, by complying with safety and health instructions, policies and procedures, including the WHS Act 2020 and WHS Regulations 2022.
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## Position competencies

### Skills

- Highly developed written, verbal and interpersonal communications skills, with attention to detail.
- High level of computer literacy, including the use of the Microsoft Office suite of applications.
- Good sense of initiative, together with sound time management skills.
- Ability to maintain confidentiality.

### Knowledge

- Good knowledge of administrative and office procedures.
- Good knowledge of customer service principles.

### Experience and Qualifications

- Possession of, or progression towards, tertiary qualifications in Business (Administration) and/or a combination of experience and competence sufficient to perform the duties required.
- Experience in the coordination of training and health and wellbeing programs, including sourcing and assessing training providers.
- Hold a current unrestricted C-class national driver's licence.
- Provision of a National Police Clearance not more than three months old.

## Organisational Relationships

Reporting to	Manager People Development
Member of	People Development
Liaison with	Chief Executive Officer, Directors, staff, general public, training and health and wellbeing providers.

## Organisational Chart



# Work-Related Requirements

## Skills and Knowledge

Highly developed written, verbal and interpersonal communication skills, with attention to detail.	<b>Essential</b>
High level of computer literacy, including the use of the Microsoft Office suite of applications.	<b>Essential</b>
Good sense of initiative, together with sound time management skills.	<b>Essential</b>
Ability to maintain confidentiality.	<b>Essential</b>
Good knowledge of administrative and office procedures.	<b>Essential</b>
Good knowledge of customer service principles.	<b>Essential</b>

## Experience and Qualifications

Possession of, or progression towards, tertiary qualifications in Business Administration and/or a combination of experience and competence sufficient to perform the duties required.	<b>Desirable</b>
Experience in the coordination of training and health and wellbeing programs, including sourcing and assessing training providers.	<b>Desirable</b>
Hold a current unrestricted C-class national driver's licence.	<b>Essential</b>
Provision of a National Police Clearance not more than three months old is required to support eligibility for this position.	<b>Essential</b>

# Employment Conditions

## Administration Support Officer (People Development)

<b>Salary</b>	An EBA Level 4 salary range between \$69,614.37 to \$73,537.45 per annum (pro rata) will be offered dependent upon skills and experience.
<b>Agreement</b>	Shire of Murray (Administration Staff) Enterprise Bargaining Agreement 2023.
<b>Hours</b>	This is a part-time position working 38 hours per fortnight.
<b>National Police Clearance</b>	Provision of a National Police Clearance not more than three months old will be required prior to commencement in this position.
<b>Supporting Documents</b>	Originals of supporting documents must be made available on request (e.g. National Police Clearance, Motor Vehicle Licence/s and Tertiary Qualifications where applicable).
<b>Probationary Period</b>	A standard probationary period of six (6) months applies to all new appointments within the Shire. The probation period may be extended if necessary.
<b>Superannuation</b>	As per the current Superannuation Guarantee, plus additional superannuation based on personal contributions and as per the current Enterprise Bargaining Agreement.
<b>Annual Leave</b>	4 weeks leave (pro rata) plus leave loading.
<b>Sick Leave</b>	76 hours per year (pro rata).
<b>Eligibility Requirements</b>	All applicants must be eligible to work in Australia.
<b>Benefits</b>	Free gym membership   Study assistance   Health and Wellbeing program   Service recognition program
<b>Closing Date</b>	<b>4:00pm Friday, 12 July 2024</b>  In the interests of fairness and equity, late applications will not be accepted unless an agreement was made with Human Resources prior to the closing date.

## How to apply

These guidelines have been developed to assist you in preparing your application. Candidates who address the below and who, from their applications appear competitive, will be interviewed. This decision will be based on information that you provide in your application which is relevant to the position.

### Your application will include the following documentation:

<b>Cover Letter</b>	Prepare a cover letter outlining your expression of interest and suitability for the role.
<b>Resume and References</b>	An up-to-date resume listing your experience and qualifications. Please also include at least two work-related references that may be contacted in support of your application.
<b>Work-Related Requirements</b>	<p>Outline in no more than 3 pages your ability to fulfil the role. Your application package is not required to address each criteria, however sufficient information should be provided, including relevant examples detailing your experience and skills, to demonstrate that you are suitable for the position as listed in the Position Description.</p> <p>You may wish to use the <b>STAR</b> method to assist in writing your application - Situation, Task, Action, and Result.</p> <p><b>Situation</b>   Where and when did you carry out the task or solve the problem, or handle the issue in the workplace?</p> <p><b>Task</b>   What was the specific task, problem or issue you were faced with? Who was involved? What was the nature and complexity of the task? What were the consequences if the task or issue was not handled effectively?</p> <p><b>Action</b>   What positive action did you take that displayed one or more of the core values? This is the section in which you need to be particularly concise, ensuring you describe all the actions you took that led to the success in a particular situation.</p> <p><b>Result</b>   What was the result or achievement reached from the situation described?</p> <p>Remember that you may be competing with many other applicants for this position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge.</p>
<b>Submitting your application</b>	Submit your application to <a href="mailto:careers@murray.wa.gov.au">careers@murray.wa.gov.au</a> . If you are unable to access email, applications will be accepted via post addressed to - Chief Executive Officer, PO Box 21, Pinjarra WA 6208.

*If you require more information, please contact Human Resources on (08) 9531 7704.*






**Shire of  
Murray**

**Administration Office**

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   @ShireofMurray

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[murray.wa.gov.au](http://murray.wa.gov.au)