



APPLICATION PACKAGE

ADMINISTRATION OFFICER

Hourly Wage between \$32.5531 to \$34.2084
Level 3, Local Government Officers WA Award 2021

A great full-time opportunity exists for a dynamic and professional individual to join the Shire of Brookton as our Administration Officer.

The Administration Officer works to:

- delivering front office customer and administrative services. This includes receiving and responding to customer enquiries and coordinating bookings for the Shire's services while ensuring a professional image of the Shire and a quality service experience for all customers.

To be considered, you will likely need experience in customer service, great computer and IT skills and an enthusiastic approach to community. Administration experience is desirable, but not essential.

In return the Shire is offering a remuneration package including:

- Hourly wage of between \$32.5531 to \$34.2084;
- Superannuation of up to 15.5%;
- 4 weeks annual leave per annum with leave loading; and
- 2 x recreation days per year.

Further information is available on the Shire's website at

<https://www.brookton.wa.gov.au/council/employment/employment.aspx>

Enquiries about the position should be directed to Ms Deanne Sweeney, Manager Corporate and Community, on 0428 656 457.

Applications should be addressed to the Chief Executive Officer, or emailed to ceo@brookton.wa.gov.au, marked "Confidential – Administration Officer", by **4pm, Monday 29th April 2024**.

APPLICATION INFORMATION

Thank you for expressing interest in this position, we welcome your enquiry. It is Council's intent to select the best possible applicant for this demanding position and we wish you well with your application.

Please visit our website at www.brookton.wa.gov.au for further information about the Shire of Brookton.

Your application should consist of at least:

Covering Letter

A letter addressed to the CEO applying for the position and stating your anticipated commencement date if successful.

Resume/Curriculum Vitae

A detailed resume/curriculum vitae setting out your personal details, contact details, work history, periods of employment, positions held with details of duties and other relevant information such as personal interests.

The details of your academic qualifications and identifying information such as institution, certificate number and date of issue. Details of any ongoing professional development.

The details of your nominated referees including contact information and their position or working relationship with you. At least three referees who can confirm your work history and attributes should be nominated.

You are not required to address the individual selection criteria, however, please ensure that your resume/curriculum vitae includes sufficient information to allow assessment of your ability against the Selection Criteria and more generally to assess your skills, knowledge, experience, and suitability for the position. You may provide any other information that will support your application.

Applications

Please provide your cover letter on a single sided A4 paper.

Applications can be mailed, emailed to ceo@brookton.wa.gov.au or hand delivered.

Applications should be addressed as follows:

CONFIDENTIAL APPLICATION

Attn: Gary Sherry

Shire of Brookton

PO Box 42

BROOKTON WA 6306

Short listed applicants will be contacted to arrange an interview if required. The Shire of Brookton is keen to make an early appointment with commencement as soon as possible.

The closing time and date for applications is **4pm, Monday 29th April 2024**.

GENERAL EMPLOYMENT INFORMATION

Salary Package:

The offered Salary Package includes:

COMPONENT	FROM	TO
Base Salary (cash component)	64,324.92	67,595.80
Superannuation (11%)	7,075.74	7,435.54
Superannuation 4.5% - subject to employee matching	2,894.62	3,041.81
Package Total	74,295.28	78,073.15

There is no Shire accommodation allocated to this position.

Work Place Address:

Shire of Brookton Administration, 14 White Street, Brookton.

Your "workplace" i.e. your normal place of commencement of duties each day, may change to suit the Shire's requirements. Should this occur, reasonable notice will be given.

Award and Enterprise Agreement:

All conditions are in accordance with the Local Government Officers WA Award 2021.

Contract of Employment:

Permanent

Probationary Period:

This position has a six-month probationary period as per Council policy.

Hours of Work:

The regular hours of work are 76 ordinary hours per fortnight as per the Local Government Officers WA Award 2021.

In order to accrue a monthly Rostered Day Off (RDO) you will be required to work 80 hours per fortnight. You will be paid for 76 hours with the remaining four hours accruing towards one Rostered Day Off per month.

These hours are worked as a 19-day month made up as follows:

Monday to Friday

8am to 4.30pm

30 minute lunch break

RDO to be taken at a time/day, as agreed with the CEO

Local Government Recreation Days:

Council provides two days each year that are normally taken during the Council approved, Shire closure period, between Christmas, and New Years each year. Or as otherwise approved by the CEO.

Classification:

Level 3. This classification level is in accordance with the Local Government Officers WA Award 2021.

Salary Rate:

The rate of pay applicable to this position is dependent on experience.

	Weekly		Hourly	
	FROM	TO	FROM	TO
Total	\$1,237.02	\$1,299.92	\$32.5531	\$34.2084

Wages will be paid on a fortnightly basis by the Thursday of that week, by electronic funds transfer to your nominated bank account(s).

Overtime:

Eligibility for payment for and the conditions associated with the working overtime are in accordance with the provisions of Clause 24 of the Local Government Officers WA Award 2021.

Except as otherwise provided, overtime will be paid at the rate of time and a half for the first two hours and double time thereafter. Overtime worked on a Sunday will be paid at the rate of double time.

Salary Increases:

Your salary will increase automatically in accordance with the provisions of the Local Government Officers WA Award 2021.

Superannuation:

Compulsory Occupational Superannuation contributions (currently 11% of salary) will be paid on your behalf into a complying superannuation fund of your choice. In the event that you do not nominate a fund, contributions will be paid directly into your membership account of the AWARE Super Pty Ltd.

In addition to Compulsory Occupational Superannuation contributions paid by the Shire, you also have the option of contributing additional superannuation from your salary. Should you elect this option, the Shire will match your contribution percentage up to 4.5%. Subject to compliance with legislative requirements your additional superannuation contributions may be made on a salary sacrifice basis.

Meal Break:

An unpaid meal break is provided and must be taken no longer than five hours after commencement of work. This break must be a minimum of half an hour and maximum of one hour as agreed between you and your supervisor.

Personal Leave:

Paid personal leave is available to you when you are absent due to the following:

- Sick leave
- Carer's leave
- Compassionate leave

Sick Leave/Carers Leave:

You are entitled to Sick Leave or Carer's leave. You will accumulate 10 days of Sick Leave/Carer's leave each year.

To be entitled to payment you are required, as soon as reasonably practicable, to advise your supervisor of your inability to attend work, the nature of your illness or injury or family carer requirement and the estimated duration of the absence. Unused portions of entitlement to paid personal leave shall accumulate from year to year.

You are entitled to get 2 days unpaid carer's leave each time an immediate family member or household member of the employee needs care and support because of:

- Illness,
- injury, or
- an unexpected emergency.

Full-time and part-time employees can only get unpaid carer's leave if they don't have any paid sick/carer's leave left.

Compassionate Leave:

You are entitled to take up to 2 days paid Compassionate Leave each year on any occasion on which a member of your immediate family or household deceases, or contracts or develops a personal illness or injury that poses a serious threat to his or her life. Unused portions of entitlement to compassionate leave shall not accumulate from year to year.

Annual Leave:

You are entitled to a period of 4 weeks of Annual Leave per year of service on a pro-rata basis.

A 17.5% loading calculated on your base rate of pay will apply to payment for period of Annual Leave.

An Employee may purchase, through a written request, an additional annual leave entitlement from the Shire under the following conditions:

- a) The purchase of additional leave by the employee is at the employee's 'standard' hourly rate, up to a maximum of 5 working days per year (leave loading does not apply).
- b) The payment of additional annual leave by the employee:
 - i. Must be completed prior to the leave being taken.
 - ii. may be deducted (subject to written consent) from the employee's fortnightly pay over a period of no greater than 12 months, and for a period as agreed with the CEO.
- c) The taking of additional annual leave:
 - i. is to be formally applied for and approved by the Chief Executive Officer at least 1 month prior to the leave being taken; and
 - ii. must be taken within a 12 month period.

An employee may request an increase in their annual leave allocation by an additional one week (pro-rata) based on a full waiver of their current 17.5% leave loading entitlement, subject to the following conditions:

- a) The request must be presented to the CEO through a written application.
- b) A deed of acceptance must be executed between the employee and CEO acknowledging the agreed amendment will constitute a change in employment conditions that is binding on both parties.

TITLE: ADMINISTRATION OFFICER

PURPOSE: The objectives of this position are to:

- Deliver front office customer and administrative services, including receiving and responding to customer enquiries and coordinate access to the Shire’s service areas, to ensure a professional image of the Shire and a quality service experience for all customers.

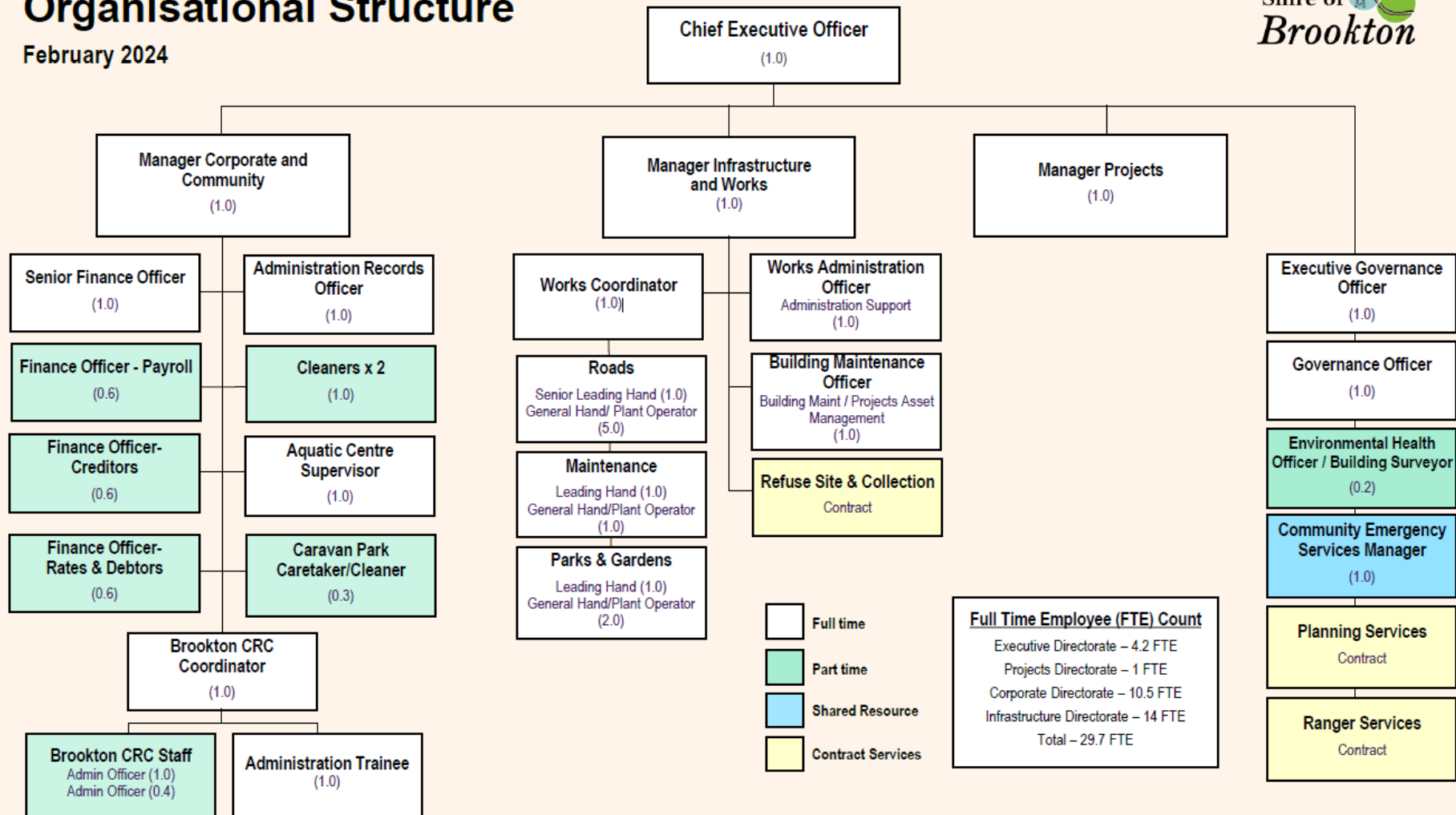
KEY RESPONSIBILITIES	REQUIREMENTS
<p><u>Customer Service Functions</u></p> <ul style="list-style-type: none"> • Provide a high level of customer service delivery in accordance with the Shire’s Customer Service Charter. • Respond to enquiries and requests both over the counter, telephone and email. • Take messages and action items as required. • Process dog and cat registrations, keep a register of dogs and cats, and issue and order tags as required, as well as liaise with the Ranger on animal management matters. • Record details and take bookings for the public and Shire for Civic buildings. • Answer and action requests for burials and the use of the Brookton Cemetery, including maintaining the cemetery register and Chronicle Cemetery Software. • Resolve general customer enquiries to reduce points of contact and coordinate access to the other Shire’s areas. • Manage the allocation of keys for Shire buildings and facilities, including maintenance of the key register, as required. • Take caravan park hire bookings, including receipting payments. • Coordinate the Shire Community Bus, including bookings, post-hire inspections and cleaning of the bus. <p><u>General Administrative Functions</u></p> <ul style="list-style-type: none"> • Process and administer purchase orders as required, and complete end of day 	<p>Experience & Qualifications Required:</p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> • Strong customer service experience. • Demonstrated administrative experience. • Strong computer skills in MS Office suite, internet, email and databases. • Excellent interpersonal skills. • Good numerical and literacy skills including cash handling. • Excellent time management, prioritisation and organisational skills. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Knowledge of Local Government structures and functions. • Demonstrated 1 year minimum

<p>balancing and banking and reconciliation of bonds.</p> <ul style="list-style-type: none"> • Maintain stationery, printing and cleaning supplies, including all request and quotes and orders. • Maintain and manage the customer request register, including distribution of requests to relevant officers for action to be taken. • Exercise confidentiality in all duties and handle sensitive matters diplomatically as appropriate. <p>•</p> <p><u>Occupational Health and Safety</u></p> <ul style="list-style-type: none"> • Take responsibility for personal health, safety and fitness for work. • Perform work in a safe and healthy manner and to abide by Shire legislative safe work procedures, instructions and safety management practices. • Use safety equipment and devices as specified. • Correct or report unsafe conditions. • Work in a manner, which will not endanger themselves or any other persons. <p><u>Other</u></p> <ul style="list-style-type: none"> • Perform other duties as required within the scope of the employee's skills and capabilities. 	<p>experience in similar role within local government or like organisation.</p> <p><u>Behaviours:</u></p> <ul style="list-style-type: none"> • High level of customer service orientation & standards. • Highly developed interpersonal skills. • Ability to manage work under pressure and be attentive. • Initiating actions • Building partnerships and the ability to liaise with all levels of the Shire organisation. • Contributing to team success.
<p><u>Conditions of Employment:</u></p> <p>CLASSIFICATION: Local Government Officers' (Western Australia) Award 2021 Level 3.</p> <p>LOCATION: The position will be located at the Shire of Brookton Administration Office, 14 White Street, Brookton.</p>	<p><u>Reporting Relationships</u></p> <p><u>Reports to:</u></p> <p>Manager Corporate & Community</p>
<p>This position was created in April 2024</p>	<p><u>Incumbent:</u></p> <p><u>Name:</u></p> <p><u>Date:</u></p>

	<p>Signature:</p> <p>DIRECT MANAGER:</p> <p><u>Name:</u></p> <p>Date:</p> <p>Signature</p>
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Organisational Structure

February 2024



Full Time Employee (FTE) Count	
Executive Directorate	4.2 FTE
Projects Directorate	1 FTE
Corporate Directorate	10.5 FTE
Infrastructure Directorate	14 FTE
Total	29.7 FTE

- Full time
- Part time
- Shared Resource
- Contract Services