

**Position**

**Description**

***WORKING TOGETHER FOR A THRIVING COMMUNITY***

Greater Geelong: WORKING TOGETHER FOR A THRIVING COMMUNITY

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| **POSITION TITLE:** | **Senior Administration Officer** |
| **POSITION NUMBER:** | 1424 |
| **DIVISION:** | Investment and Attraction |
| **DEPARTMENT:** | Arts & Culture |
| **CLASSIFICATION:** | Band 5 |
| **REPORTS TO:** | Manager Arts and Culture |
| **DIRECTLY MANAGES:** | Administrative officers in the Arts & Culture Department |
| **INTERNAL LIAISONS:** | Arts & Culture staff, Divisional staff, Mayor and Councillor’s office and other Council staff as required |
| **EXTERNAL LIAISONS:** | General public, arts and cultural groups/organisations, federal, state and local government representatives |
| **DATE:** | August 2021 |

**POSITION OBJECTIVES:**

This position will provide a high level of organisation, communication and corporate administrative support to the Manager Arts & Culture, and the Arts & Culture Department in the development and implementation of the annual Department programs and major projects including the realisation of the new Arts and Cultural Strategy**.**

**POSITION RESPONSIBILITIES:**

**Key Responsibilities:**

1. Assist the Manager in organising, planning and responding to corporate and department needs in a proactive manner. This includes prioritisation of meetings and following up information requests through both emails and Council’s internal record management system (REX).
2. Provide general corporate administration for the Department including dissemination of information, minute taking, co-ordination and auctioning of correspondence and preparation of meeting documentation.
3. Oversee and contribute to the development, maintenance and implementation of the Customer Relationship Management system for the Department.
4. Build relationships with key internal and external stakeholders of the Department.
5. Assist the Manager with budget monitoring and tasks, within budget guidelines and delegation levels.
6. Research and prepare reports, correspondence and presentations.
7. Engage in project delivery as specified by the Manager.
8. Co-ordinate Department events including catering, equipment and resources.
9. Adhere to all Council’s policies and procedures relevant to this position.
10. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

**Values:**

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

* Respect and encourage each other
* Create a healthy and safe environment for all
* Embrace new ideas and better ways to work
* Make people the centre of our business

**Risk Management and Occupational Health & Safety Responsibilities:**

* Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
* Perform work in a safe and appropriate manner.
* Ensure behaviour does not discriminate, bully or harass others.
* Take responsibility for own safety and that of others.
* Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

* Manual handling tasks.
* Prolonged periods of inactivity eg. sitting at the computer.
* Regular keyboarding associated activities.
* Long / short distance travel between sites.
* Dealing with difficult clients and situations.
* Demanding deadlines.

**KEY SELECTION CRITERIA:**

**Qualifications:**

1. Business Administration qualification would be an advantage.

**Essential:**

1. Extensive administrative experience including minute taking, co-ordination of records management systems, creation and maintenance of customer relationship systems, preparation of reports, correspondence and presentations, and monitoring budgets.
2. Advanced computer skills in MS Office (including Word, Excel, Outlook, PowerPoint etc.).
3. Excellent written and oral communication skills.
4. Highly developed organisational and time management skills.
5. Highly developed interpersonal skills, with the ability to influence others and resolve conflict.

**Desirable:**

1. Experience in project management.
2. Experience in the arts
3. Current Victorian Drivers Licence.

**ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

* Make recommendations to the Manager about priority setting;
* Manage the resources within the parameters of the role;
* Provide advice, establish and monitor appropriate administrative and organisational systems;
* Supervise and set priorities for Administrative Assistants including casuals within the Arts & Culture Department.
* Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.

**JUDGEMENT AND DECISION MAKING:**

* Exercise judgment in terms of enhancing existing processes and procedures to bring about improvements.
* Exercise discretion and confidentiality in handling issues of a sensitive nature.
* Analyse issues and recommend alternatives.
* Solve problems and identify solutions to issues.

**SPECIALIST SKILLS AND KNOWLEDGE:**

* Knowledge and experience relevant to senior administration in the public sector.
* Advanced skills in MS Office (Word, Excel, PowerPoint) and other appropriate computer software.
* Ability to monitor budgets and provide the Manager with advice on expenditure.
* Ability to work with corporate systems such as REX, Oracle, BIS and CORVU.

**MANAGEMENT SKILLS:**

* Ability to anticipate the needs and advise priorities for the Manager.
* Highly developed organisational skills and the ability to manage a range of tasks.
* Ability to work autonomously and as part of a team.
* A proactive attitude with a flexible approach to work.
* Understanding of and ability to comply with Council’s personnel practices including Equal Employment Opportunity and Occupational Health and Safety.

**INTERPERSONAL SKILLS:**

* Highly developed interpersonal skills with the ability to establish rapport with all levels of the organisation and with external stakeholders.
* Well-developed written communication skills to prepare correspondence, reports and presentations for the Manager and other staff as required.
* Ability to conduct research.
* Ability to ensure Corporate tasks are completed as required.
* Ability to establish a network of specialists to bring about improvements to current systems.
* Ability to respond to customer enquiries regarding Arts & Culture Department policies, strategies, procedures, programmes and projects.

**ADDITIONAL INFORMATION:**

* Occasional after hours and weekend work will be required.