



Position Description

Project Administrator

Award:	West Wimmera Shire Council Enterprise Agreement 2018
Classification:	Band 5 (\$35.68 per hour)
Name of Occupant:	Vacant
Employment Status:	Part Time (24-32 hours per week) Fixed Term (until June 2022)
Location:	Edenhope or Kaniva

Records Only:	Document ID Number:
	File Number:



Accountability Statement

This position will provide support to the Manager Business Performance and Development with regard to:

- a) Economic and community development.
- b) Community engagement and communications
- c) Project management administration

Position Objective

To support the Economic Development, Tourism and Community Development departments of West Wimmera Shire Council.

Key Responsibility Areas

Support the Business Performance and Development business unit in the delivery of the Council Plan and Economic Development Strategy by undertaking the following activities:

- a) Support to staff within Economic, Community and Tourism Development portfolio in the delivery of Council priorities relating to communication, tourism, economic and community development.
- b) Provide support and guidance to community groups
- c) Help to maintain Council's website and other channels
- d) Preparing grant applications
- e) Consulting with community groups, and internal stakeholders
- f) Planning meetings
- g) Report writing
- h) Other tasks, as directed by the Manager Business Performance and Development.

Occupational Health and Safety and Risk Management

This position has a responsibility to:

- a) Immediately report to their Supervisor any unsafe conditions or activities, near misses, or injuries in the work place.
- b) Stop work on any task which they consider to be unsafe and immediately report the situation to their supervisor.
- c) Assist new employees in the use of proper work procedures and practices.
- d) Work in a manner that will not endanger themselves or any other person.
- e) Use personal protective clothing or equipment as provided.
- f) Report any defective/damaged personal protective clothing, equipment or gear.
- g) Comply with instructions given by a Supervisor or OHS Coordinator pertaining to the use of personal protective clothing, equipment or gear or any matter in relation to Health and Safety.
- h) Not to interfere with anything that has been provided in the interest of Health and Safety in the business unit.

- i) Not engage in any occupations that require a certificate unless the relevant certificate or permit is held and they have been approved by WWSC to carry out such work.
- j) Not attempt any task unless they are capable and competent to carry out the task.
- k) Actively participate in Council's rehabilitation and return to work programs if you are injured.

Accountability and Extent of Authority

- a) The freedom to act is limited by standards and procedures encompassed by the nature of the work assigned to the position from time to time. The work generally falls within specific guidelines, but with scope to exercise discretion in the application of established standards and procedures.
- b) The effect of decisions and actions are usually limited to a localised work group of function, individual jobs or clients or to internal procedures and processes.

Judgment and Decision Making

- a) Within established guidelines and procedures, exercise judgment and problem solving skills
- b) Ensure judgements and decisions are in accordance with legislative and policy requirements.
- c) Required to make judgements in relation to the specified duties. Direction will be provided from the Manager Business Performance and Development, as required.

Specialist Skills and Knowledge

- a) An understanding of the relevant technology, procedures and processes used within the Business Performance business unit.
- b) An understanding of the function of the position within Council's context, including relevant policies, regulations and precedents and an understanding of the goals of the Business Performance business unit, and where appropriate of the wider Council.

Management Skills

- a) The ability to independently time manage, plan and organise one's own work.
- b) Capable of prioritising competing tasks and managing deadlines

Interpersonal Skills

- a) Ability to gain co-operation and assistance from clients, contractors, members of the public and other employees in the administration of well-defined activities and in the supervision of employees where applicable.
- b) Skills in written communication to enable the preparation of routine correspondence and reports.

Qualifications and Experience

- a) Post-secondary or tertiary qualifications in an Administration, Project Management, Customer Service or equivalent field.
- b) Well-developed skills in the use and application of computer systems, e.g. Microsoft Office, and database applications and specialist systems.

Conditions of Employment

- a) As part of West Wimmera Shire Council's recruitment and selection process, a satisfactory Police Check and Working with Children's Check (Vic) is required for this position.
- b) Current driver's license.

Key Selection Criteria

- a) Demonstrated experience in administrative support processes in a multi-disciplined environment.
- b) Proficiency in using a range of computer programs including the Microsoft Office suite.
- c) Experience in report writing or preparation of grant applications
- d) Demonstrated time management and organisational skills.
- e) Ability to meet deadlines and work within tight time frames.
- f) Well-developed written and verbal communication skills.
- g) Experience in a local, state or federal government setting desirable.

Organisational Relationships

Reports to:	Manager Business Performance and Development
Direct Reports:	Nil
Internal Liaisons:	Council staff Councillors
External Liaisons:	Residents, Ratepayers, Businesses

Equal Opportunity

West Wimmera Shire Council offers a work environment free from discrimination, sexual or other harassment, victimisation, and vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment

Child Safe Standards

West Wimmera Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

All staff must adhere to Council's Child Safe Policy and procedures and ensure that any reasonable suspicion of abuse to children or young people is reported.

Privacy and Confidentiality

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply

with the Information Privacy Act, the Health Records Act and Council's Confidentiality policies.

Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

Personal Health Information

Personal and Health Information collected by Council is used for recruitment and if the applicant is successful will be used for Human Resources. The Personal and Health Information will be used solely by Council for this purpose and/or directly related purposes. Council may disclose this information to other organisations if required by legislation. The applicant understands that the Personal and Health Information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information after finalisation of the appeals process. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council's Privacy Officer.

Employee Approved

PD Review Date	Name	Signature

Approved By

PD Review Date	Position	Name
	Director C&CS	Ashley Roberts
17/3/21	Human Resource Manager	Janet Watt

Application Guidelines

These guidelines are provided to assist you in submitting your application for the advertised position with the West Wimmera Shire Council. Please ensure that you read the instructions carefully, prior to submitting your application.

The position description which will provide information on the advertised position. If you require any further information regarding this position, please contact Janet Watt, Human Resource Manager on 0418 858 043.

Applications must be received by 5pm, Friday 9 April, 2021.

Applications will be short listed for interview based on the responses to the key selection criteria.

Applications should be marked 'Confidential' and may be submitted by:

Email: jobs@westwimmera.vic.gov.au

Post: Marked attention to Janet Watt, Human Resource Manager
West Wimmera Shire Council, PO Box 201 Edenhope VIC 3318

In person to: Kaniva Office, 25 Baker Street Kaniva 3419 or 49 Elizabeth Street Edenhope 3318.

To be considered for the position please ensure that your application includes:

- a) A copy of your current resume, including contact details for two (2) work related referees (referees will only be contacted after a personal interview has been conducted).
- b) Covering letter.
- c) Statement addressing each key selection criteria.

Please note if your application is successful we will require the following documents prior to commencement:

- a) Birth Certificate or Extract and any formal registration of name changes such as a Marriage Certificate, or deed poll documentation (if name is different on Birth Certificate/Extract)
- b) Photo Identification, i.e. Current Driver's Licence, Passport
- c) A certified copy of all licences and qualifications.

All applications are dealt with in the strictest confidence.

For further information on the West Wimmera Shire Council visit <http://www.westwimmera.vic.gov.au/Home>

Thank you for your interest in this position; we look forward to receiving your application.