



Administration Officer – Civil and Open Spaces

Business Unit	Environment & Infrastructure
Areas of Responsibility	Civil and Open Spaces
Team	Environment & Infrastructure
Classification	EBA Level 3
Reporting to	Manager Open Spaces
Employment Condition	City of Port Lincoln Enterprise Bargaining Agreement 2022-2025



Economic Growth and Opportunity
We will be an innovative, diverse and growing local economy



Liveable and Active Communities
We will be a healthy, safe, inclusive and empowered community



Governance and Leadership
We will be strategically driven, community aware and accountable



Sustainable Environment
We will be clean, green, renewable and resilient



Community Assets and Placemaking
We will be a welcoming, liveable and accessible City

OUR VALUES



RESPECT

We are **Approachable | Considerate | Empathetic | Inclusive**
Professional | Understanding

- We are **open** to constructive feedback and ideas from everyone.
- All people feel **accepted** and **valued** in the workplace.
- Everyone has the opportunity to be **heard**.



INTEGRITY

We are **Accountable | Consistent | Authentic**
Trustworthy | Genuine

- We **do** what we say we do, and **speak up** beforehand if we can't.
- We act **honestly** and **transparently**.
- We **own** our decisions, **celebrate** our successes, and **learn** from our mistakes.



INNOVATION

We are **Inspiring | Progressive | Adaptive**

- We **empower** our people to **improve** the **effectiveness** and **efficiency** of their work.
- We are **flexible** and **open-minded** to change.
- We find ways to do **more with less** (except for safety!)
- We **think differently** and **apply** learnings.



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What does this Position do?

This position plays a pivotal role in providing administrative and operational support, focusing primarily on civil and open spaces management and the building and property team. Responsibilities include offering administrative and business assistance for works and operations programs, serving as the primary point of contact for depot-related activities, aiding depot staff, WHS team, Senior Technical Officer, supervisor, and managers in both opens spaces and civil teams in infrastructure and reserves management, and conducting workplace inspections at the depot while maintaining records and database systems.

Key Objectives

Civil and Open Spaces/ Depot Administration

- Be the first point of contact to receive, research and administer Customer and Works Requests in support of the Environment and Infrastructure operational teams including processing and inputting data into Council's CRM.
- Provide administrative support to the Supervisor Civil and Supervisor Open Spaces.
- Maintaining registers (e.g. no spray register)
- Coordinate biannual inspections and maintenance of Depot first aid requirements.
- Support the coordination of depot emergency response kits e.g., bushfire and flood kits.
- Maintain the Civil and Open Spaces on call roster and contact register for emergency contacts for call outs.
- Coordinate biannual inspections and maintenance of public building defibrillator installations.
- Receive, research and process work requests relating to Civil and Open Spaces teams.
- Provide support in the administration of civil works/open spaces teams operations programs, reuse data management, bin allocations records and general resource recovery centre management processes.
- Administration of Dial Before You Dig and close out of works requests.
- Provide administrative support to the Civil Works and Open Spaces Team

General Requirements

- Assist and support the administer and maintain prequalified contractors and insurance registers.
- Assist in development, implementation, and maintenance of an operational risk register.
- Administrative and procurement activities e.g., including billing/invoicing and purchase orders.
- WHS audits/inspections and administration support including updating of relevant systems such as ChemAlert, Emergency Management and Risk Assessments.
- Conduct WHS inspections at council work sites and community facilities, consulting with the Senior WHS and Risk Management Officer.
- Reporting of incidents, near miss, injuries, property damage, and identified hazards.
- Take reasonable care to protect their own safety and the health and safety of others.
- Follow reasonable instruction on health and safety and injury management.
- Actively participate in training and WHS programs as required.

Essential Qualifications, Experience, Knowledge & Skills

- Demonstrated experience in administrative roles, preferably within local government or a similar public sector environment.
- Experience in handling a wide range of administrative tasks and responsibilities efficiently and effectively.
- Experience with relevant software applications such as Microsoft Office Suite, Salesforce and database management systems.
- Strong communication skills, both written and verbal, with the ability to interact professionally with internal and external stakeholders.
- Excellent organisational and time management skills, with the ability to prioritise tasks and meet deadlines.
- Attention to detail and accuracy in completing administrative tasks.
- Ability to work effectively both independently and as part of a team, contributing positively to team goals and objectives.
- Problem-solving skills and the ability to handle challenges and resolve issues efficiently that relate to immediate work tasks.
- Adaptability and flexibility to respond to changing priorities and requirements in a dynamic work environment.
- Commitment to maintaining confidentiality and handling sensitive information appropriately.
- Customer service orientation, with a focus on delivering high-quality administrative support to internal and external stakeholders.
- Drivers Licence Class C.

Desirable Qualifications, Experience, Knowledge & Skills

- A relevant tertiary qualification in administration, business management, or a related field.
- Understanding of local government operations, policies, and procedures.
- Knowledge of administrative principles, practices, and procedures.
- Familiarity with relevant legislation and regulations applicable to local government administration.

Key performance indicators

- Ensure timely response to customer requests related to operational and depot activities.
- Maintain a high level of accuracy in administrative and procurement activities, such as billing, invoicing, and purchase orders.
- Ensure all WHS audits and inspections are completed within specified timeframes and in consultation with the Senior WHS and Risk Officer.
- Ensure efficient support in the administration of Environment, Infrastructure and Building and Property operational programs.
- Ensure accuracy in the administration of Dial Before You Dig requests and timely closure of works requests.
- Ensure timely and accurate processing of permit and other applications aligned with the relevant service level.

Corporate Requirements

We expect employees of the City of Port Lincoln to embrace the below principles

POLICY & PROCEDURE	Observe and adhere to Council Policies, Procedures and Best Practice Statements. Comply with Record Management requirements as per the State Records Act 1997.
WORK PLACE FLEXIBILITY	Council acknowledges that a multi-skilled workforce provides a broader range of skills which bring a greater flexibility to the work area, you may therefore be asked to comply with reasonable direction to perform duties outside of the scope of the position description. Employees are responsible for managing their leave and accrued time so that entitlements do not impact negatively on their work team.
WHS & RISK MANAGEMENT	Adhere to Council's Work Health & Safety (WHS) and Risk Management requirements including participating in the review of Policies and Procedures. Contribute to a constructive culture where safety is placed first.
RECORD KEEPING	Employees are responsible and accountable for adequately managing the corporate records they create and receive according to relevant policies, procedures, and legislation, including the State Records Act.
TEAM WORK	Proactively participate in your work team and comply with the Code of Conduct for Council Employees 12.63.12.

ACKNOWLEDGEMENT

This position description has been designed to indicate the general nature and level of work performed by employees in this position and classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks and responsibilities required of employees assigned to the role.