



## POSITION DESCRIPTION

### POSITION DETAIL

Position Title	Administration Officer (Recreation)	
Position Number	2903	
Department / Section	Community Services/Recreation	
Work Location	Northam Recreation Centre	
Date Created/Revised	June 2024	
Award / Level	Local Government Industry Award 2020	Level 3

### THE ORGANISATION

#### Our Mission

To deliver responsive, sustainable services in a manner that preserves and enhances our environment and lifestyle.  
 Our skilled and professional workforce embraces our mission and corporate values; they form the basis of how we behave in the workplace and conduct the business of the Shire of Northam.

#### Our Corporate Values

- **Safe** - focus on importance of safety in the organisation
- **Open** - engage in two way communication, with transparency and trust
- **Accountable** – know what you are responsible for, take ownership and deliver
- **Respectful** – demonstrate respect for others skills, knowledge and differing value systems

THE POSITION	
Positions supervised	Nil
Reports To	Recreation Services Coordinator
Summary & Objectives	<p>Provides administrative support that includes front reception general customer service duties, facilitation and organisation of bookings, facility cash &amp; banking reconciliation, and data entry to ensure the effective operations of recreation &amp; aquatic services.</p>
Responsibilities & Duties	<p><b><u>Position</u></b></p> <ul style="list-style-type: none"> <li>• Provide reception and administrative duties for the Centre.</li> <li>• Liaise and administer the Shire's Recreation Services booking system and process. This includes, however not limited to: <ul style="list-style-type: none"> <li>○ Sporting &amp; Aquatic groups</li> <li>○ Community buildings</li> <li>○ Community gatherings</li> <li>○ Special events i.e., Birthday party, wind up, and</li> <li>○ Infrastructure, bus, or equipment hire.</li> </ul> </li> <li>• Administer banking duties, reconcile daily takings, and cash handling.</li> <li>• Administer &amp; monitor invoicing/debtors for bookings and regular user groups.</li> <li>• Undertake set-up of bookings or activities.</li> <li>• Liaise with internal &amp; external stakeholders to effectively communicate or collaborate on event or equipment arrangements.</li> <li>• Undertake annual review of Recreation Services administrative processes documents/forms and update as required.</li> <li>• Monitor and maintain office stationery and equipment.</li> <li>• Undertake filing, archiving and record registration of documents.</li> <li>• Any other duties consistent with the level of the position as directed.</li> </ul> <p><b><u>Organisational</u></b></p> <ul style="list-style-type: none"> <li>• Embrace, support and participate in change to assist in achieving the Shire's goals and objectives.</li> <li>• The ability to maintain strict confidentiality is an essential requirement of all employees of the Shire.</li> <li>• Actively participate in the ongoing development, compliance and promotion of professional customer service standards.</li> <li>• Recommend changes or strategies which promote a 'Continual Improvement' and 'Best Practice' approach to service delivery.</li> <li>• Promote, maintain and improve the working environment and practices to ensure compliance with Industrial Awards, Occupational Safety &amp; Health, EEO legislation and Council's Policies and Procedures.</li> </ul> <p><b><u>Workplace Health &amp; Safety. Employee Requirements</u></b>  Employees are responsible and accountable for:</p> <ul style="list-style-type: none"> <li>• Promote, maintain and improve the working environment and practices to ensure compliance with Industrial Awards,</li> </ul>

	<p>Workplace Health &amp; Safety, EEO legislation and Council's Policies and Procedures.</p> <ul style="list-style-type: none"> <li>• Complying with workplace procedures for risk identification, risk assessment and risk control</li> <li>• Participation in activities associated with the management of workplace health and safety.</li> <li>• Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace.</li> <li>• Correct utilisation of appropriate personal protective equipment</li> </ul>
Authority and accountability	<p>Works under regular supervision and work outcomes are regularly monitored by the Recreation Services Coordinator. Responsible for checking own work to ensure accuracy and good presentation. Freedom to act is limited by standards and procedures.</p>
<b>SELECTION CRITERIA</b>	
Essential (1-10)	<ol style="list-style-type: none"> <li>1. Provision of a current National Police Clearance.</li> <li>2. Hold a current unrestricted C-class national drivers' license.</li> </ol>
Interpersonal skills	<ol style="list-style-type: none"> <li>3. Developed communication skills - both written and verbal.</li> <li>4. Good interpersonal and customer service skills.</li> </ol>
Judgment and problem solving	<ol style="list-style-type: none"> <li>5. Good analytical and problem-solving skills.</li> </ol>
Management skills	<ol style="list-style-type: none"> <li>6. Developed time management skills and ability to prioritise work.</li> <li>7. Demonstrated ability to multitask.</li> </ol>
Specialist Skills and Knowledge	<ol style="list-style-type: none"> <li>8. Sound computer and word processing skills, preferably Microsoft Office Suite and highly developed keyboard skills.</li> <li>9. Ability to work with spreadsheets at an intermediate level.</li> </ol>
Desirable	<ol style="list-style-type: none"> <li>10. Demonstrated experience in an administrative position.</li> <li>11. An appropriate diploma or certificate in administration or business or relevant experience.</li> <li>12. Knowledge of local government policies and procedures.</li> <li>13. First Aid Certificate.</li> </ol>

**PRESENT INCUMBENT**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

DATE: \_

**EXECUTIVE MANAGER**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

DATE: \_