



## POSITION DESCRIPTION

<b>Position Title:</b>	Administration Officer		
<b>Classification:</b>	Band 4	<b>Status</b>	Full Time Maximum Term
<b>Group:</b>	Infrastructure and Environment	<b>Business Unit:</b>	Operations
<b>Reports to:</b>	Business Support Supervisor		
<b>Direct Reports:</b>	Nil	<b>Date:</b>	April 2026

## ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviors ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

## POSITION OBJECTIVES

To provide high level administrative support to ensure the effective and efficient operation of the Operations Departments, with specialist support provided to the Fleet and Workshop portfolio.

## KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

This position will provide administrative support to the Fleet & Workshop Business Unit and support to Operations when required with its primary emphasis on fleet management. It will be required to:

- Administer council's fleet management and fuel dispensing software, including the maintenance of fault registers, maintenance job sheets, fleet inventory, fuel accounts etc.
- Undertake the word processing of letters, notices, reports, tenders, certificates, submissions and other documents in relation to Fleet & Workshop matters or projects
- Identify and implement business improvement initiatives and procedures across the department
- Provide assistance and administrative support to Fleet & Workshop staff including managing correspondence and service requests, organising meetings, compiling statistics and other duties as appropriate.
- Provide information and advice in response to enquiries from internal customers and suppliers
- Prepare, submit and process purchase orders and payments.

- Research and follow up items and topics as directed by the relevant officer.
- To take minutes at team meetings as directed by the relevant officer.
- To respond in a responsible manner to general public inquiries, including drafting of formal responses.
- Provide regular reports from the Fleet Management Systems
- Assist in the updating and maintenance of the fleet departments systems, training matrix, works schedules, website & intranet sites and other operational systems
- Assist Accounts Payable team by coding the monthly fleet account direct debits at the end of each month to reconcile accounts (BP, Motorpass, Linkt, Mini Tankers)
- Assist with the yearly FBT return
- Ensure the Fleets Registration notices are paid on time
- Assist with Fleet replacement program
- Assist with the works scheduling of fleet services and repairs (in house and with dealerships)
- Assist with the ordering of workshop parts and liaising with external providers

#### **POLICY AND PROCEDURE COMPLIANCE**

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.
- Ensure compliance with Council financial and procurement policies and procedures in ensuring an adequate standard of internal control over finances is maintained.

#### **OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES**

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required.

#### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Accountable for the provision of an effective and efficient administrative service to the department
- Responsible for compiling and registering works on nominated Council program databases and Website.
- The work generally falls within specific guidelines but with scope to exercise discretion in the application of established standards and procedures.

#### **JUDGMENT AND DECISION MAKING**

- Prepared and able to handle a wide variety of situations and choose the most appropriate course of action to follow, but advice and/or guidance is always available.
- Creativity, initiative and resourcefulness is required.
- Needs to maintain a high degree of confidentiality.

### **SPECIALIST KNOWLEDGE AND SKILLS**

- Proficient at an advanced level in using a variety of computer applications, including Word, Excel, Access and PowerPoint.
- Proficient at operating and interrogating data from council's corporate IT solutions such as SharePoint, Technology One and Formbird systems.
- Good knowledge of the structure and operations of the organisation particularly in an Operations Centre environment
- An understanding of relevant organisational policies and procedures.
- Knowledge to undertake research into the history of key issues particularly previous files and records.

### **INTERPERSONAL SKILLS**

- Ability to clearly communicate information in both a written and verbal form.
- Able to prepare reports and correspondence of a routine nature.
- Ability to work effectively as part of a team and contribute to team goals.
- Ability to gain cooperation and assistance from others.
- Ability to discuss and resolve problems and conflicts.
- High level customer service skills.

### **MANAGEMENT SKILLS**

- Ability to prioritise work demands so that tasks are completed within tight timeframes.
- Organisation skills for self and others, including the ability to be assertive.
- Capacity to plan and manage work within agreed performance standards.
- Ability to positively contribute to meeting team targets and performance standards.
- Ability to embrace The Cardinia Values and Keys to Success.
- Sound Basic problem-solving abilities.

### **QUALIFICATIONS AND EXPERIENCE**

- Experience in providing a wide range of administrative services, preferably in a complex service delivery environment.
- Certificate IV or Diploma in Business Administration an advantage.
- Experienced with Microsoft Office applications.
- Experienced in the application of councils corporate IT solutions preferred (SharePoint, Technology One).
- A current Victorian Drivers Licence.

### **KEY SELECTION CRITERIA**

- Experience in the use of computer programs including skills in Microsoft Word, Excel, Access and PowerPoint at an advanced level.
- Well-developed interpersonal skills, including the ability to communicate (written and verbal) with various stakeholders.
- Able to work effectively as part of a team and contribute to business improvement activities.
- Ability to effectively plan, organize and manage your own time and workload including achieving specific outcomes within set time frames.
- Ability to use initiative and make quick decisions to get the task/job done.

- Effective customer service skills, with a strong desire to provide helpful and accurate advice and assistance to employees.

## **CONDITIONS OF EMPLOYMENT**

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

### **Tenure**

This is a full-time maximum term position.

### **Pre-employment checks**

All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.