

# Position Description

<b>Position Title</b>	<b>Quarry Administration Officer</b>		
<b>Department</b>	Quarry	<b>Position Number</b>	Q04
<b>Grade</b>	Grade 3	<b>Location</b>	Quarry
<b>Status</b>	Permanent Part-Time	<b>Hours</b>	15hrs/3 days per week / 30hrs per fortnight
<b>Reports To</b>	Quarry Manager	<b>Industrial Instrument</b>	Local Government (State) Award 2023
<b>Date Revised</b>	05/05/2026	<b>Version Number</b>	1
<b>Direct Responsibilities</b>	Provide professional administration support to the Council Mt Magometon Quarry operations.		

### *Council's Vision*

Coonamble Shire is a connected, respectful, and diverse community, working together in a healthy natural environment that supports our vibrant local economy.

### *Council's Mission*

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

## **Position Summary**

The position is based at Mt Magometon Quarry.

The Administration Officer provides support to the Mt Magometon Quarry operations with the essential administrative support on processing accounts and customer support.

This position provides a high level of professional administration support to the Mt Magometon Quarry operations to facilitate communication and collaboration between the customers and finance to achieve organisational objectives and provide consistent quality customer service.

## **Position Benefits**

- Four (4) weeks annual leave per year (Pro-rata)
- Superannuation paid by Council in accordance with legislative requirements.
- Uniform Allowance as per current policy.
- Employee Assistance Program (EAP).
- Reasonable access to education and training, consistent with the individual's Employee Development Plan and Council's Training Plan and Budget.

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## Key Responsibilities

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### *Administration Support*

- Maintaining data base of customer and accounts.
- Liaising with the Quarry Manager for reports to the Monthly Business Paper and preparing accounts.
- Develop and maintain administrative systems and databases that support the Mt Magometon Quarry operations including information gathering and dissemination for statutory reporting to a high standard.
- Implementation of systems and processes, utilising technology and software, to increase the productivity and efficiency of Council's operational activities.
- Continually strive to maintain high levels of customer service both internally and externally through all forms of communication.
- Demonstrate professional customer service and conflict resolution skills, including the use of effective listening and questioning techniques to identify and respond to customer enquiries at first point of contact at the Mt Magometon Quarry .
- Ensuring timely feedback to customers, ensuring that the "loop is closed" and that excellence in customer service is achieved.
- Records information about enquiries.
- Provision of accurate information and assistance to external and internal customers, by handling telephone and electronic enquiries.
- Perform administrative duties for internal customers.
- Issuing receipts, handling monies ensuring payments are receipted, allocated correctly and balanced and reconciled daily.
- Reconciliation and balancing of transactions.
- Maintenance of registers, databases and other relevant documents.
- Stationary and other consumables are ordered as required and standard items are adequately stocked.
- Assist with stocktake as required.

### *IP&R*

- Contribution towards the goals outlined in Council's Delivery Plan and Integrated Planning Process relevant to department.

### *Finance*

- Ensure duties are undertaken within budget constraints.
- Ensuring that accounting transactions and records are in accordance with the Local Government Act and Financial Regulations.

### *Records*

- Ensure the department's compliance with Council's record management systems.
- Ensure that all critical processes and procedures are documented, including standard operating manuals.

### *WHS*

- Ensure all work is completed using safe work practices following safe work method statements, risk assessments, injury and incident reporting and other WHS requirements for own area of work.
- Documented SWMS, risk assessments and other risk management documents developed and implemented. All accidents, incidents and near misses reported within correct timeframe.

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## *General*

- Provide excellent customer service to both internal and external customers.
- Prepare information and compile reports as requested.
- Development and implementation of Council's policies and procedures in conjunction with other departments.
- All procedures, process and behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.
- Any other duties as directed by Manager Finance.

## **Key Internal Relationships**

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<i>Who</i>	<i>Why</i>
General Manager, Directors, Managers	Provide staff assistance and support necessary for informed decisions and the achievement of their duties.
Quarry Manager	Collaborate with the Quarry Manager to ensure service continuity and compliance with all statutory and proclamation requirements.
Direct Reports	Nil

## **Key External Relationships**

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<i>Who</i>	<i>Why</i>
External Stakeholders and Committees	Represent Council and provide a high standard of excellence and professionalism to all stakeholders.

## **Delegations**

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- Nil

## **Essential Requirements**

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### *Technical Requirements*

- Tertiary Qualifications in Business Administration or equivalent (Certificate III level).
- Demonstrated experience in a similar role.
- Sound knowledge of Administration Support preferably applicable to the local government context, with the demonstrated ability to effectively apply this knowledge.
- Full, unrestricted working rights in Australia.
- Proficient computer literacy and ability to use MS Word, Excel and Outlook and relevant professional/technical software.
- Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S), monitoring commitment within work team.
- Class C Drivers Licence.

### *Desirable Requirements*

- Completion of relevant training courses and certificates.
  - Certificate IV Business Administration or equivalent
  - Local Government Experience.
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## Selection Criteria

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- Tertiary Qualifications in Business Administration or equivalent (Certificate III level).
- Demonstrated experience in a similar role.
- Sound knowledge of Administration Support preferably applicable to the local government context, with the demonstrated ability to effectively apply this knowledge.
- Sound computer literacy and ability to use MS Word, Excel and Outlook and relevant professional/technical software.
- Adept organisational and planning skills, working in line with organisational goals, and with the ability to adapt to changing priorities, assisting in the allocation of resources and be able to effectively monitor, evaluate and report on progress.
- Proven adept attention to detail and accuracy, with the ability to research, think analytically and plan work with proven problem-solving skills and the ability to apply knowledge and experience to develop practical solutions
- Demonstrated accountability including taking responsibility for own actions, commitment to safety, and consistently acting in line with legislation and policy.
- Sound ability to manage self, showing drive and motivation, having a strong awareness of strengths and weaknesses, and a commitment to learning, as well as consistently acting with integrity, being honest, ethical and professional, and prepared to speak up for what is right.
- Adept ability to display resilience and adaptability, express own views, persevere through challenges, and be flexible and willing to change.
- Sound interpersonal skills, with the ability to establish and maintain effective working relationships, work independently with minimal supervision, and contribute positively within a team environment.
- Adept ability to communicate with all internal and external stakeholders (both verbally and in writing) clearly and respectfully, listening, and encouraging input from others.

I acknowledge and understand the requirements of the role as contained within this position description.

<b>Signed:</b>	
<b>Name:</b>	
<b>Date:</b>	