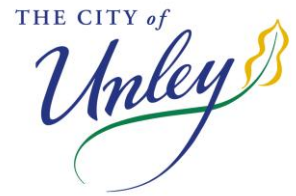


POSITION DESCRIPTION

CORPORATION OF THE CITY OF UNLEY



1. JOB IDENTIFICATION:

Title of Position: SENIOR RATES COORDINATOR
Business Unit: FINANCE AND PROCUREMENT
Reports to: TEAM LEADER FINANCIAL ACCOUNTING
Classification: MOA 5

2. POSITION OBJECTIVES:

- Coordinate the day-to-day administration and continuous improvement of Council's rating processes.
- Maintain accurate rating, property, and debtor records to support effective service delivery, financial controls, reporting and statutory compliance.
- Provide quality service, specialist advice and practical support to internal and external clients, while contributing to efficient and effective rating and property management processes that meet Council's legislative obligations.

3. KEY RESPONSIBILITIES:

- Coordinate the delivery of Council's rating functions.
- Maintain the integrity of Council's Name and Address Register, Voter Roll and statutory property information, including ownership, valuation, property addressing, Section 7 searches and property certificates.
- Coordinate annual valuation data imports, reconciliations and integrity checks, and support annual rates generation and testing processes.
- Oversee debt recovery, payment arrangements, hardship assistance, rebates, remissions and other statutory rating processes in accordance with legislation and Council policy.
- Contribute to rates modelling, budget preparation, rating declarations, valuation adoption, arrears monitoring and management reporting.
- Provide specialist advice to ratepayers, staff and external stakeholders on rating, valuation, property and debtor matters.
- Interpret and apply relevant legislation, policies and procedures to ensure accurate, consistent and compliant rating outcomes.
- Act as a subject matter expert for Council's rating and property systems, supporting reporting, data integrity and continuous improvement.
- Perform other duties within the classification and capabilities of the position as reasonably directed.



Better Together



Be Progressive



Strive for Excellence

Staff must comply with WHS and Return to Work SA legislation requirements and relevant WHS policies, procedures and safe work practices implemented by the City of Unley.

WORK HEALTH AND SAFETY (WHS) RESPONSIBILITIES:

- Actively support and contribute to the City of Unley's proactive safety culture by always demonstrating safe behaviours and respectful conduct.
- Identify and promptly report hazards, unsafe conditions, near misses, injuries, incidents, aggression, or property damage to their Program Coordinator.
- Take reasonable care for their own health and safety and ensure their actions do not adversely affect the health, safety, or wellbeing of others.
- Follow all requirements outlined in the City of Unley's WHS Management System, including relevant safe work procedures and emergency protocols.
- Attend required WHS inductions, training, and briefings, and follow all instructions, guidance, and safety advice provided.
- Use plant, equipment, and personal protective equipment correctly and only for its intended purpose and report any defects or damage.
- Immediately cease work and notify their leader if they believe a task presents an uncontrolled or serious risk.
- Raise concerns respectfully where tasks, workload, behaviours, or interactions may present physical or psychosocial risk.
- Support a respectful and inclusive environment free from bullying, harassment, discrimination, or inappropriate behaviour.
- Participate in safety discussions, reviews, or improvement activities where reasonably requested.
- Comply with emergency management procedures, including evacuation and incident response instructions.

SAFE ENVIRONMENT:

- Comply with the City of Unley Safe Environment policy and all relevant policies and procedures.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that a child has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that an aged and/or vulnerable person has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Seek advice and support from your Team Leader, Manager or the People & Culture team if a notification is required.
- Advise your Team Leader, Manager or the People & Culture team if there is a change in your criminal history status and undertake a Department of Human Services Screening every three or five years (time frame is related to specific clearance type), unless more regular screening is required for legislative purposes.

EQUAL OPPORTUNITY EMPLOYMENT:

Contribute to the promotion and adherence of the employee conduct standards and in particular Equal Opportunity by adhering to the provisions of relevant legislative requirements.

Actively support and contribute to the City of Unley's organisational values.

OUR VALUES





Better Together

Looks like ...

- Everyone matters
- Embrace diversity and difference
- Work as a team
- Collaborate with others
- Show care and support
- Share information and share the load
- Celebrate the wins, and the effort to get there



Be Progressive

Looks like ...

- Adapt, experiment and try new ways
- Be agile, open and take the right risks
- Seek new information & perspectives
- Learn and grow
- Embrace challenge and take action
- Shape the future



Strive for Excellence

Looks like ...

- Deliver our best work
- Set the benchmark high
- Be the best at getting better
- Reflect, evaluate and measure
- Achieve outstanding results
- Have pride in working for local government

4. PERFORMANCE AND SKILL REQUIREMENTS:

a) Qualifications/Experience

Essential

- Relevant qualifications and/or substantial experience in local government rating, statutory revenue, valuation, property administration, finance, business administration or a related discipline.
- Experience coordinating work across teams to deliver timely outcomes.

Desirable

- Experience using local government rating, property or financial management systems (e.g. TechnologyOne, Infor Pathway or equivalent).

NOTE: Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.

b) Knowledge

Essential

- Comprehensive knowledge of local government and associated legislation, policies and procedures impacting Council rating and property activities.
- Working knowledge of financial controls, reconciliations, data integrity, and debt recovery processes.

c) Skills

Essential

- Demonstrated competency in written and verbal communication.
- Excellent interpersonal skills with the ability to build positive relationships with a diverse range of customers.
- High level of attention to detail with excellent problem-solving and analytical skills.
- Well-developed planning, prioritisation and coordination skills to manage competing deadlines, statutory timeframes and cyclical rating activities.
- Proficiency in Microsoft 365 applications.

d) Personal Attributes

Essential

- Demonstrated commitment to delivering high quality customer service through a professional and solutions-focused approach.
- Sound judgement and initiative in dealing with complex, sensitive or confidential matters.
- Collaborative and positive approach to working with others and contributing to team success.
- Adaptability and willingness to embrace change, continuous improvement and ongoing professional development.

By signing this position description, the employee and the employee's manager agree that it is an accurate reflection of the responsibilities and requirements of the position:

Incumbent:

Date:

Manager:

Date: