

Position Description

Position Title	Administration Officer (PHE)
Department	Building & Natural Environment
Reports to	Coordinator Public Health and Environment
Grade	6
Date reviewed	June 2023

Primary Purpose

The Administration Officer (PHE) will be responsible for Cemetery management and provide technical and administrative support to the Coordinator Public Health and Environment and the Environmental Management Department.

The incumbent will contribute to Council's vision: "A Trusted Community Partner" and promote the values which support this: Solutionary, Together, Accountable, Innovative, Caring, using these to guide decisions, actions and conduct.

Key Accountabilities

- Cemetery Management, including but not limited to: organisation of burials, ashes interment and reservations of plots, Liaising with Funeral directors and Families, Consider and approve applications for Monuments, manage cemetery complaints, Co-ordinate and manage Cemetery contractors and volunteers, maintain cemetery registers and maps, invoice cemetery fees, Cemetery inspections.
- Assist the EHO by collecting water samples as per Councils drinking water quality management program.
- Assist authorised officers in the Public Health and Environment Department both in the field and by providing administrative support as directed.
- Provide a high level of customer service and act as a liaison point to both internal and external customers.
- Assist in the development, implementation and ongoing maintenance of data management systems for the Environmental Management Department.
- To develop, implement, maintain and monitor administrative work processes' and procedures.
- Promote information sharing and knowledge transfer to drive evidence-based decision-making, enhance capability and optimise capacity.
- Contribute to the performance of Council: demonstrate professional conduct, make the best use of knowledge, experience and skills and be accountable for own decisions and actions.
- Contribute to a safe workplace: comply with legislative and organisational requirements and be accountable for own decisions and actions.

The employee is required to undertake any other duties, projects or tasks as directed by the Coordinator Public Health and Environment which are within his/her skills, competence and training.

Position Capabilities		
Capability Group	Capability Description	Level
 Personal Attributes	Be accountable for investing in own growth, acting with integrity and displaying resilience.	Adept
 Relationships	Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.	Intermediate
 Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Intermediate
 Resources	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Intermediate
 Workforce Leadership	Be accountable for providing direction, developing capability and leading effective approaches to meet organisational priorities now and into the future.	N/A

Essential Criteria

1. Certificate IV qualification or above, in Business Administration, or a related discipline with demonstrated contemporary experience in a similar role; or substantial contemporary experience in a similar role to support contemporary knowledge.
2. Excellent customer service philosophy and experience allowing the position to deal effectively with a diverse range of clients and situations.
3. Ability and commitment to work as directed by Supervisor, according to Council's prescribed practices and Code of Conduct, with or without supervision.
4. Ability to work outdoors in all weather conditions

5. Current Class C drivers licence. On going employment is conditional on maintaining this licence.

Desirable Criteria

1. Demonstrated knowledge of Local Government and its functions, including an understanding of legislation.
2. Working knowledge of, and/or experience in cemetery management.
3. Experience in project management assistance.

The position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct, including but not limited to, the contract of employment, Code of Conduct, delegations of authority, legislation, regulation, policy, procedure, process, standards and plans.

I have read and understand the above requirements and accountabilities of this position.

Name (please print)

Signature

Date