

POSITION DESCRIPTION

Position Title:	Administration Team Leader
Position Number/s:	INF-004
Employment Type:	Full Time, Permanent
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement 2023
Award:	Queensland Local Government Industry (Stream A) Award – State 2017
Classification:	Level 4
Directorate:	Infrastructure Services

POSITION OBJECTIVE

The Administration Team Leader is responsible for leading, coordinating and supervising the day-to-day of the Administration team within the Infrastructure Services Operations Department. This position ensures the effective delivery of high quality administrative, financial and business support services that contribute to the achievement of Infrastructure Services operational and strategic objectives.

Under limited direction, this position is responsible for the governance and administration of the Operations departments financial management functions, including budget monitoring, purchasing, accounts processing, financial reporting and compliance with Council's financial policies, procedures and legislative requirements. The position provides leadership, guidance and support to administration staff, promotes continuous improvement in business processes, and ensures consistent, customer-focused service delivery across a diverse range of operational programs and projects.

ORGANISATIONAL RELATIONSHIPS

Reports to:	INF-200 Manager Operations
Directly Supervises:	INF Administration Officers

ORGANISATIONAL VALUES



OUR VALUES

We are a *Community* focused
Team who are *Respectful*
and *Consistent*

DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

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KEY RESPONSIBILITIES

1. Lead, supervise, mentor and support the Administration Team to ensure the efficient, effective and customer-focused delivery of administrative and business support services, fostering a culture of accountability, continuous improvement and high performance.
2. Coordinate and deliver high-quality administrative services by managing team workflows, setting priorities, allocating resources and ensuring deadlines and service standards are consistently achieved.
3. Compile and maintain data generated from Council's corporate information systems to ensure efficient and effective delivery of Infrastructure Services objectives, including but not limited to the refinement of project reporting to service internal customer needs.
4. Lead and provide a range of governance and administrative support including project work that contributes to the operational objectives of the Infrastructure Services function within Council, including but not limited to:
 - Participation in 3rd party accreditation activities including internal auditing
 - Preparation of correspondence related to claims and funding
 - Maintenance of operational databases including customer requests, flood damage expenditure, gravel and road maintenance performance contract expenditure)
5. Work collaboratively with Coordinators, Managers, and other stakeholders in the preparation, monitoring and review of operational and capital budgets providing financial analysis, forecasting and reporting of budgets and programs for effective resource management.
6. Accountable for financial reporting and cost analysis for operational, project and contract work.
7. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the Work Health and Safety Act 2011. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure.
8. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential:

- Demonstrated experience leading or supervising an administrative team in a multidisciplinary, fast paced office/administration environment including the ability to motivate staff, manage performance and foster continuous improvement.
- Demonstrated experience in delivering high-quality administrative, financial and business support services within a complex operational environment.
- Well-developed organisational and time management skills with the ability to plan, prioritise and coordinate competing priorities while meeting deadlines.
- Demonstrated experience in budget administration, financial monitoring, reporting and analysis, with the ability to interpret financial information and identify trends.
- Highly developed written and verbal communication skills including the ability to prepare reports, correspondence, submissions and financial documentation, and to build productive relationships with internal and external stakeholders.
- Demonstrated ability and proficiency in the application of Microsoft Suite, particularly Excel, Word and Outlook, together with corporate business systems and financial management software.
- Sound understanding of records management, governance and administrative processes, with a strong commitment to accuracy, confidentiality and compliance.

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- Demonstrated ability to identify opportunities for business process improvement and implement efficient administrative practices.
- Ability to work collaboratively across multidisciplinary teams and adapt to changing operational priorities

| Education/Qualifications |

Essential:

- Certificate IV in Business, Business Administration (or related discipline) or demonstrated relevant experience.

Desirable:

- Experience within a local government environment or similarly regulated environment.
- Experience in financial administration, project or contract administration.

| Licences |

Essential:

- Possession and maintenance of a current Queensland 'C' class drivers' licence.

PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

This position is primarily an indoor role and requires sufficient physical ability to work in an office setting, which involves prolonged periods of sitting at a desk and operating a computer and telephone.

May be required to carry out light to moderate manual handling, bending, kneeling, twisting, squatting, lifting and carrying.

Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Council's P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

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POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:** _____
(Name)

Date: _____

Manager: _____ **Signature:** _____
(Name)

Date: _____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____