


Banana Shire Council Job Application Package

Position Title:	Administration Officer CRC
Vacancy Reference Number:	VRN17/18-113
Department:	Corporate and Community Services
Location:	Biloela
Employment Status:	Full Time (Maximum Term 2 July 2018 – 28 June 2019)
Recruitment Commences:	Wednesday 6 June 2018
Recruitment Closes:	Friday 22 June 2018
Enquiries to:	 <p>Human Resources Section Phone: (07) 49 929 500 Fax: (07) 49 923 493 Email: enquiries@banana.qld.gov.au</p>
How to Apply:	<ul style="list-style-type: none"> • Complete this Job Application Package • Include a cover letter and your responses to the Selection Criteria (found at the end of the attached Position Description) • Submit a detailed Resume • Attach copies of any relevant qualification/tickets/licences
How to submit your Application:	<p>Email: enquiries@banana.qld.gov.au</p> <p>Post: Attention: Ray Geraghty Chief Executive Officer Banana Shire Council PO Box 412 Biloela QLD 4715</p> <p>Fax: (07) 4992 3493</p> <p>In person: Banana Shire Council Admin Office, Prairie Street, Biloela</p>



Banana Shire Council

Application for Employment

APPLICANT DETAILS								
POSITION APPLYING FOR: Parts interpreter (Maximum Term)				VRN: VRN17/18-114				
FAMILY NAME:				GIVEN NAME(S):				
TITLE: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____								
MAILING ADDRESS:				MOBILE NO:				
POSTCODE:				TELEPHONE NO:				
EMAIL ADDRESS:								
IN ORDER FOR BANANA SHIRE COUNCIL TO MONITOR ITS ADVERTISING, COULD YOU PLEASE INDICATE WHERE YOU SAW THIS POSITION ADVERTISED?								
<input type="checkbox"/> The Central Telegraph		<input type="checkbox"/> Gladstone Observer		<input type="checkbox"/> Brisbane Courier Mail				
<input type="checkbox"/> Rockhampton Morning Bulletin		<input type="checkbox"/> Chinchilla News		<input type="checkbox"/> Western Star				
<input type="checkbox"/> Other Newspapers _____		<input type="checkbox"/> Posters/Mail outs		<input type="checkbox"/> The Australian Local Government Job Directory				
<input type="checkbox"/> Banana Shire Council Website		<input type="checkbox"/> On-Line (Please specify website) _____						
LICENCES (Originals must be presented upon, or prior to, commencement of employment as requested by Council)								
Class of Licence:		<input type="checkbox"/> Car (C)	<input type="checkbox"/> LR	<input type="checkbox"/> MR	<input type="checkbox"/> HR	<input type="checkbox"/> HC	<input type="checkbox"/> MC	<input type="checkbox"/> RE/R
<input type="checkbox"/> Open			<input type="checkbox"/> Provisional			<input type="checkbox"/> Learners		
Licence issued in		<input type="checkbox"/> Queensland		<input type="checkbox"/> Another State/Territory		<input type="checkbox"/> Another Nation		
PLANT OPERATOR TICKETS (Originals <i>must</i> be presented upon, or prior to, commencement of employment as requested by Council)								
Please list the current Plant Operator Tickets you possess (Please provide details on a separate sheet if necessary):								
BLUE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)								
Do you possess a Blue Card issued by the Commissioner for Children and young People and Child Guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No								
WHITE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)								
Do you possess a White Card (QLD General Safety Induction [Construction Industry] Certification)? <input type="checkbox"/> Yes <input type="checkbox"/> No								
QUALIFICATIONS (Please provide details on separate sheet if more than one Qualification is held)								
Level of Qualification: <input type="checkbox"/> Masters <input type="checkbox"/> Post Graduate <input type="checkbox"/> Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate/Trade <input type="checkbox"/> School								
Course Name:				Year Qualification Obtained:				
Educational establishment where qualification attained: <input type="checkbox"/> University <input type="checkbox"/> TAFE <input type="checkbox"/> Other Training Centre <input type="checkbox"/> School								
Name of Establishment: _____ Country (If outside Australia): _____								

WORK RELATED REFEREES

Name: _____ Mobile phone No : _____

Organisation: _____ Business phone No: _____

Name: _____ Mobile phone No : _____

Organisation: _____ Business phone No: _____

EMPLOYMENT HISTORY (Mandatory)

Employer	Length of Service	Year Completed Service	Summary of duties	Business phone no.

I hereby grant Banana Shire Council Human Resource Business Partner permission to contact the Payroll department of the above mentioned Employer to confirm the following;
 1. Length of Service
 2. Position Title held at time of resignation

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PERMISSION / DECLARATIONS

- To avoid any potential conflict of interest in appointing an independent interview panel, please advise if you have an association with or connection to current members of staff. Note: this information is confidential and will only be used to select an independent interview panel.

 Yes No

 If yes, please indicate persons you have an association with: _____

- I certify that all answers and statements on this Application Form and any attachments thereto are true and complete to the best of my knowledge. I understand that, should I provide untruthful or misleading information, this application may be rejected or my employment with Council subsequently terminated.
- I agree to complete the Health Declaration Form and agree to a medical examination with Council's medical practitioner if required by Council.
- I authorise Council to conduct Police Search checks for any offences that may be recorded against me. I understand that an adverse result may affect my employment or potential employment opportunities with Banana Shire Council.
- I authorise Council to contact my listed referees & the Employer's Payroll Department for employment purposes only.

Name: _____ Signature: _____ Date: _____

PRIVACY COLLECTION NOTICE:

The personal information gathered by Banana Shire Council on this form is for recruiting purposes only and will not be used for any other purpose or given to any other party unless you have consented or Council is required or authorised by law to do so.

Thank you for applying for this position. Council welcomes copies of supporting documentation and your resume, however original documents and presentation folders will not be returned.
 Council is an Equal Employment Opportunity Employer



BANANA SHIRE COUNCIL POSITION DESCRIPTION

Position Title:	Administration Officer - CRC
Employment Status:	Part Time Maximum Term (36.25 hrs per fortnight) 2 July 2018 to 28 June 2019
Level:	Level 2
Employment conditions:	Local Government Officers' Award 1998 Banana Shire Council Enterprise Agreement 2012 – Certified Agreement
Department:	Corporate & Community Services
Location:	Community Resource Centre, Biloela
Reports to:	Senior Program Advisor
VRN and Position No:	17/18-113

Purpose of the Role

To provide administrative support at Council's Community Resource Centre together with high level customer service to internal and external clients.

Key Role Functions

This position is responsible for the following functional areas:

- Administration Support
- Customer Service
- Data Entry
- CRC Resource Administration and Maintenance

Key Duties

- Respond to enquiries from internal and external customers promptly and professionally
- Assist clients with the use of the CRC facilities and resources
- Action accessioning, loans, returns, cleaning, repairing, shelving and deletions of CRC resources
- Draft routine correspondence including memos, letters, minutes, agendas, prepare reports and promotional material
- Input data and produce reports from a range of specialised software applications including financial and customer management applications
- Maintain the appearance of the CRC, including the office, the resource library, meeting and therapy rooms, grounds and sheds.
- Set up and undertake administration tasks relating to therapy sessions.
- Liaise with volunteers
- Assist with review of relevant procedures
- Assist with grant fund applications and management
- Assist with the planning and implementation of promotional activities, workshops, programmes and functions
- Register documents into Council's Electronic Document and Records Management System
- Archive documents
- Liaise with workplace representatives, therapists, employees and volunteers to continuously improve work practices
- Actively contribute to teams within the Department and workforce, promote best practice and maintain professional standards and integrity
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Organisational Commitments

Workplace Health and Safety

- High level demonstrated commitment to Banana Shire Council's Workplace Health and Safety Management system
- Perform all work and associated functions in a safe manner that will not endanger yourself, other employees or the general public
- Comply with all documented Workplace Health and Safety (WHS) policies, procedures, work instructions and verbal instructions issued by directors, managers, supervisors or authorised persons
- Correctly use and maintain all personal protective clothing and equipment supplied by Council
- Identify hazards, conduct risk assessment and take corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures
- Establish and maintain a high standard of housekeeping and cleanliness within individual work areas and on Banana Shire Council property generally
- Report and assist with any investigation of incidents in the workplace, including minor injuries, near misses, and property damage
- Attend any team meetings or specific training supplied by Banana Shire Council
- Be familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures
- Comply with Council's Workplace Rehabilitation policies and participate in the return-to-work process as required

Corporate

- Comply with customer service standards
- Comply with Council's Code of Conduct
- Comply with Council's Environmental Policy
- Comply with all legislative and regulatory requirements
- Actively promote and ensure compliance with Council's EEO Policy
- Comply with Human Resources policies and procedures
- Comply with Financial Management policies and procedures
- Comply with Records Management policies and procedures
- Comply with Disaster Management policies and procedures

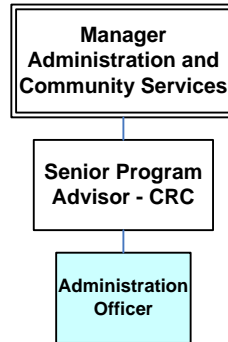
Key Performance Indicators

- High level of customer service evidenced
- High level of confidentiality maintained
- Resources, equipment and materials processed in accordance with CRC standards
- Assigned tasks are completed in a timely and professional manner
- Documents are completed accurately and within agreed timeframes
- Data input is completed accurately and within agreed timeframes
- High level of participation and commitment to team outcomes
- All liaison carried out in a professional manner being a positive ambassador for Banana Shire Council
- Consistently meets corporate obligations
- Council's Policies and Procedures are followed
- Other targets as outlined in the Performance Review are achieved

Delegations of Authority

- Nil

Organisational Reporting Arrangements



Selection Criteria

The details of the Selection Criteria may be found in Appendix A

Authorisation

Acting Director: Kathy Kelly
Date: 22 May 2018
Date originated: 06 June 2006
Date reviewed: 22 May 2018

Incumbent Signature

I agree that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that the key duties represent the minimum requirements to perform the duties at the current level. **To be signed by the successful applicant upon acceptance of offer.**

Name: _____

Signature: _____

Date: _____

Appendix A

SELECTION CRITERIA	WEIGHTING (%)
<p>SC1 Certificate III in Business Administration and/or relevant experience in an office environment.</p> <p>Minimum of C class drivers licence.</p>	MANDATORY
<p>SC2 Excellent customer service, interpersonal and communication skills together with proven ability to show empathy toward members of the public with diverse needs.</p> <p>Demonstrated ability to work effectively within a team environment under minimal supervision, proven ability to work autonomously and show initiative.</p>	40%
<p>SC3 High level of oral and written communication skills including strong negotiation and interpretation.</p>	30%
<p>SC4 High level of computer and keyboard skills including working knowledge of the MS Office suite of programs.</p> <p>Experience with Library Management Systems and other library related technology would be advantageous.</p>	20%
<p>SC5 Sound understanding of and commitment to EEO and WHS principles and practices.</p>	10%