



Port Augusta
CITY COUNCIL

Port Augusta City Council

POSITION DESCRIPTION



A new career waits for you...

APPLY NOW



EMPLOYMENT OPPORTUNITY

Port Augusta City Council

A new career is waiting for you...

ADMINISTRATION OFFICER

Port Augusta Childcare Centre
Part Time Contract Position

Our vision is to create and sustain a safe and vibrant Community where people want to live, work, play and visit. If you want to live in a sea-side country town, close to the Flinders Ranges and Outback and help it grow into a full Regional Centre we would be keen to discuss this opportunity with you.

THE ROLE

To provide efficient and effective administration support to the Centre, including the Manager, Educators and Families of the Port Augusta Childcare Centre.

The successful applicant will have:

- Highly effective written and verbal communication skills must be characterised by patience, clarity, empathy and understanding.
- Developing knowledge of the childcare industry.
- Knowledge of the Australian Children's Education & Care Authority's National Quality Framework and National Quality Standards.
- Demonstrated experience working in an administrative environment would be advantageous.

The Position Description is available from Council's website www.portaugusta.sa.gov.au with enquiries to Jodie Fry, Port Augusta Childcare Centre Manager on 8642 5702.

Applications must address the specified personal criteria in the position description. Applications are to be submitted to the Human Resource Officer, Port Augusta City Council, PO Box 1704, Port Augusta SA 5700 or emailed to admin@portaugusta.sa.gov.au

Application closing date 5:00pm, Monday 6 May 2024.

JOHN BANKS
CHIEF EXECUTIVE OFFICER
PORT AUGUSTA CITY COUNCIL



POSITION DESCRIPTION

OUR STRATEGIC VISION

To create and sustain a safe and vibrant Community where people want to live, work, play and visit.

OUR VALUES

These are the qualities that underpin the way we treat each other, the natural and built environment and all of the resources and materials we use in our daily lives. They will shape the Port Augusta that we have expressed in our vision.

- Respect and Social Cohesion
- Optimism and Confidence
- Courage
- Leadership

TITLE: Administration Officer

LEVEL: General Officer Level 2

STREAM: South Australian Municipal Salaried Officers Award

DEPARTMENT: Port Augusta Childcare Centre

POSITION OBJECTIVE:

To provide efficient and effective administrative support to the Centre, including the Manager, Educators and Families of the Port Augusta Childcare Centre.

1. REPORTING RELATIONSHIPS

This position reports to the Port Augusta Childcare Centre Manager.

2. POSITION DETAILS

- Provide efficient and effective administrative support to the Centre Manager, educators/staff and Families of the Port Augusta Childcare Centre.
- Maintain records, accounts and information as required by Council, and State and Federal Government Departments including statistical data and children's records.
- Responsible for raising invoices for childcare bookings, receipting and banking of monies associated with families' accounts utilizing the "Spike" Software Package.
- Liaise with the Centre Director (or person acting in that position) regarding overdue childcare accounts to facilitate the implementation of the Centre's administrative procedure for overdue accounts.
- Collate newsletters, policies, Family Packages, Staff Packages, photocopying for educators as directed by Manager.
- Assist Centre Manager to arrange and monitor staffing for each day based on attendance records to meet child:staff ratios as per legislative requirements.
- Assist with the coordination of any maintenance and repairs.
- Provide a reception function for families and visitors and to make families feel comfortable about using the Centre.
- In conjunction with the Catering Officer, order food and other consumables as required.
- Attend staff meeting as directed, taking minutes and distributing to all staff.
- Contribute to the effective and efficient operation of the Port Augusta Childcare Centre.
- May be required to work "on the floor" during extreme situations only (e.g. emergency situation that has impacted on staffing until a replacement staff member arrives)
- Exercise proper courtesy, consideration and sensitivity in dealings with children, the public, members of the Council and fellow officers and employees.
- Reasonably aware of WHS requirements.

3. PERSONAL CRITERIA

3.1 Skills

- 3.1.1 High level of time management skills.

- 3.1.2 Highly effective written and verbal communication skills must be characterised by patience, clarity, empathy and understanding.
- 3.1.3 High level of literacy, numeracy and record management skills.
- 3.1.4 Ability to work as part of a team.
- 3.1.5 Computer skills including Microsoft office suite and accounting software.
- 3.1.6 Ability to respond to sensitive issues, to act with discretion, exercise judgement and maintain confidentiality as circumstances require.

3.2 Knowledge

- 3.2.1 Knowledge of the Australian Children's Education & Care Authority's National Quality Framework and National Quality Standards.
- 3.2.2 Knowledge of funding provided through Government Agencies including Childcare subsidy.
- 3.2.3 Requires a working knowledge of the following:
 - Child safe environments reporting procedures
 - Emergency procedures
 - Custody rulings
- 3.2.4 Knowledge and understanding of confidentiality.
- 3.2.5 Developing knowledge of the childcare industry.
- 3.2.6 Developing knowledge and understanding of Centre Policies.

3.3 Experience and/or Qualifications

- 3.3.1 Demonstrated experience working in an administrative environment would be advantageous.
- 3.3.2 Demonstrated experience working in a children's services environment would be advantageous.
- 3.3.3 Current Anaphylaxis, Asthma, CPR and First Aid Certificates or willingness to obtain one.

4. WORK HEALTH & SAFETY RESPONSIBILITIES

As an employee within Council you will lead by example and ensure compliance to the WHS Legislation, Australian Standards, Codes of Practice and Council Policies and procedures.

You will hold Council and your team accountable to the same standard expected of yourself and manage accordingly.

Compliance with all Workplace Health and Safety, Risk and Return to Work Management Systems and attending/participating in training and meetings.

5. SPECIAL CONDITIONS

- Applicants must be authorised to work in Australia at the time of application and for the duration of the employment.
- Ongoing employment is conditional upon the Port Augusta City Council operating the Port Augusta Childcare Centre.
- Successful medical clearance prior to commencement of employment.
- Successful completion of a three month probation period from commencement of employment.
- Working with Children Screening clearance through the Department of Human Services (DHS) prior to commencement of employment and within every five years during employment.
- Must be prepared to undertake training from time to time including after hours if appropriate and off-site training if required.
- This position is contracted until 2026.

6. CONFIDENTIALITY

Security and confidentiality is a matter of concern for all persons who have access to Council information. Each person accessing the Port Augusta City Council documents and resources holds a position of trust relative to this information and must recognise the responsibilities entrusted in preserving the security and confidentiality of this information. Therefore, all persons who are authorised to create or access documents and resources must read and comply with the following standard:

- 6.1 Respect the privacy and rules governing the use of any information accessible through the Council network and only utilise information necessary for the performance of work duties.
- 6.2 Not seek personal benefit or permit others to benefit personally by any confidential information or use of equipment available through the job description.
- 6.3 Not access, exhibit or divulge the contents of any records or reports except to fulfil work duties.
- 6.4 Not knowingly include or cause to be included, or exclude or cause to be excluded, in any records or reports, an inaccurate or misleading entry.
- 6.5 Persons breaching this standard may be subject to penalties, including disciplinary action and dismissal.

7. ACCOUNTABILITY

- 7.1 The incumbent at all times shall reasonably communicate courteously and sensitively with fellow workers, members of the Council, contractors, visitors and the general public.
- 7.2 The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with Port Augusta City Council's Records Management Policy, other related policies and the State Records Act 1997.
- 7.3 Personnel who undertake duties for higher level positions, you are accountable for ensuring that in accepting the back-up position, that the WHS & Legislative – Position Responsibilities Register is referred to, to identify all responsibilities that will be required to be undertaken while in the back-up position, to provide going compliance with the WHS Management System.

7.4 Personnel with responsibilities influenced by legislation are accountable for identifying and responding to legislative change that includes Acts, Regulations, Australian Standards, Code of Practice, Guidelines and Agreements relevant to their position or profession and taking appropriate action to ensure compliance. Such responsibilities are defined in Council’s WHS & Legislative – Position Responsibilities Register.

8. OUR VALUES

These are the qualities that underpin the way we treat each other, the natural and built environment and all of the resources and materials we use in our daily lives. They will shape the Port Augusta that we have expressed in our vision. As an employee you will play a key role in demonstrating these values:

- ***Respect and Social Cohesion***
Respect is fundamental to building a strong, socially cohesive community. We nurture respect when we find ways to work together on particular actions that address our shared concerns.
- ***Optimism and Confidence***
We will face the future with a positive attitude drawing on our collective strengths and our shared history of struggle and triumph.
- ***Courage***
We are not afraid to face the hard issues and work through them together. We are prepared to take calculated risks to move towards a better future.
- ***Leadership***
We commit ourselves to nurturing leadership in our children and young people, valuing their contributions as citizens of our city.

These are assessed on an ongoing informal basis, and formally through our Professional Development Review process.

9. ACKNOWLEDGEMENT

Employee Name: _____

Signature: _____

Date: _____

Human Resources Department Use Only

Date Commenced with Council:

Date Commenced this Position:

Request to Fill Vacancy: AR24/22070

Position Description Prepared 07/04/2022