



2025 007 Infrastructure Administration Support Officer

Thank you for your interest in applying for the position of Infrastructure Administration Support Officer, with Hindmarsh Shire Council.

Please find enclosed an information package for the position. The package includes the following documents:

- Benefits of working with Hindmarsh Shire Council;
- Employment details;
- Position Description;
- Key selection criteria; and
- Application form - online

For general details of the Council, please refer to the following website:
www.hindmarsh.vic.gov.au

For further information about the position or duties involved, please contact Daniel Griffiths, Manager Works and Operations, on (03) 5391 4444 or hr@hindmarsh.vic.gov.au .

Privacy Statement

Hindmarsh Shire Council collects personal information to enable us to perform our statutory functions and provide services, activities and events. Council stores personal information in secure information technology systems and shares information, only when necessary, amongst internal work areas (including contractors) to facilitate a more efficient customer experience across Council's business. If the personal information is not collected, Council may not be able to provide you with Council services, discharge our functions or keep you updated on the progress of your service request.

We will handle any personal information you have provided in this form in accordance with the *Privacy and Data Protection Act 2014*. Our privacy policy contains information about how you may access your personal information and seek correction of such information; as well as how to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. For more information, please see our Privacy Policy or contact our team on (03) 5391 4444. Your personal information will not be disclosed to any other party unless Council is required to do so by law, has gained your consent to do so or an information privacy principle exemption applies.



Opportunity this way...

Hindmarsh Shire is a vibrant and progressive rural council, rich in history, natural wonders and a strong community spirit.

Our Hindmarsh community enjoys excellent recreational assets, sporting clubs, modern hospitals and first-rate educational facilities. Our region is renowned for its peace and quiet, fresh country air, neighbourly spirit and open spaces. There is plenty to see and do in Hindmarsh, with something on offer for everyone.

At Hindmarsh Shire Council, we offer a rewarding career, with excellent working conditions and a positive team-focused culture.

We're a dedicated workforce, proud to deliver a huge array of services to our local community and striving to make a difference.

As we provide a diverse range of services to the Dimboola, Jeparit, Nhill, Rainbow and surrounding communities, employment opportunities cover a wide range of roles including Administration, Community Development, Customer Service, Engineering, Finance, Home Care, Human Resources, Information Technology, Works Team, Town Maintenance, and Management.

We are widely recognised as an Employer of Choice: we are committed to providing professional development opportunities, family friendly policies, and a safe workplace environment for our motivated and enthusiastic employees.

Some of the benefits of working at Hindmarsh Shire Council include:

- Above Award pay rates
- Annual pay increases via Enterprise Agreement
- Commitment to work-life balance
- Annual Leave Loading
- Employee Assistance Program
- Salary Sacrifice opportunities for superannuation
- Rates deductions via payroll for employees owning a property in the Shire
- Ability to purchase additional annual leave via Enterprise Agreement
- Car parking
- Volunteer Leave

Take the opportunity to join our team at Hindmarsh Shire.



POSITION DESCRIPTION

1. POSITION IDENTIFICATION:

Position: Infrastructure Administration Support Officer

Department: Infrastructure Services

Starting Point/Location: The position will be located initially in Nhill. The employee may be required to change their starting point to a reasonable location within the municipality.

Classification: Band 4 per the Hindmarsh Shire Council Enterprise Agreement

Employment Type: Full Time – (Fixed Term 12 months)

2. CURRENCY:

Current Version	1.0	Approved:	
Name of Occupant:	Vacant		
Signature:	_____	Date	_____
Prepared By:	Daniel Griffiths	Date	06 March 2025
Director Approved:	Ram Upadhyaya	Date	13 March 2025
H.R. Approved:	Shelley Gersch	Date	12 March 2025
CEO Approved:	Monica Revell	Date	13 March 2025



**Employment Details for the Position of:
Infrastructure Administration Support Officer**

- Status:** Full Time, Fixed Term 12 months
- Location:** The position will be located initially in Nhill. The employee may be required to change their starting point to a reasonable location within the municipality.
- Classification:** Band 4 in accordance with the Hindmarsh Shire Council Enterprise Agreement.
- Salary:** \$34.61 per hour, plus Superannuation
- Superannuation:** Council will contribute the compliant percentage of salary to a complying superannuation fund nominated by the employee. If an employee fails to nominate a complying fund the council will make the contributions to the Local Authorities Superannuation Fund, known as Vision Super.
- Hours:** Hours of work are 8:30am to 5:00pm, with a 30 minute lunch break, Monday to Friday.
The position will be required to work 80 hours per fortnight. It will be paid for 76 hours per fortnight. The remaining four hours will be held in lieu to enable one rostered day off per four-week period.
- Qualifying Period:** This position is subject to an initial six (6) month qualifying period.
- Annual Leave:** Four (4) weeks annual leave (pro rata) per annum plus 17.5% leave loading.
- Sick Leave:** Twelve (12) days sick leave (pro rata) per annum.
- Long Service Leave:** Three (3) months after ten (10) years of service. Eligible Employees are able to access their Long Service Leave (LSL) entitlements pro-rata after seven (7) years continuous service. LSL may be subjected to portability arrangements for Local Government employees in certain circumstances.
- Pre-Employment Medical:** It is a condition of employment that appointees must undertake a pre-employment medical examination at the Council's cost. A medical provider must certify that the successful applicant is capable of carrying out the physical demands of the position.
- Security Check:** It is a condition of employment that appointees must undertake a police check and an employee Working with Children Check prior to commencement of work.



3. POSITION OBJECTIVES:

The Infrastructure Administration Support Officer provides effective and efficient administrative support to the Infrastructure Services department.

4. KEY RESPONSIBILITY AREAS:

- Asset Management System - Timely recording of customer action requests and creation of work tickets and associated reports. Creation and scheduling of inspections and uploading of completed inspections by the Asset Inspector to the MyData system.
- Purchasing - Assisting in the ordering of goods and services required for the daily works program by issuing of Council Purchase Orders to the limit as allocated to the Administration Officer - Works in Council's Policy and Procedure document including Quarry, water and stock.
- Administration - Assist with the preparation of correspondence, reports, quotations, ordering of signage, minutes of team meetings and other documentation as required by the Infrastructure Services team.
- To maintain and update an outdoor staff training/licenses/competencies register and coordinate and implement training that has been identified via the outdoor staff training/licenses/competencies register.
- Other duties, as directed from time to time by the Director Infrastructure Services, that are within the skills and competence of the employee.
- Corporate Responsibilities- Responsible for creating full and accurate records of activities and decisions, and observing records management procedures in accordance with standards laid out in the Record Management policy.
- Participate in the development and implementation of new programs such as Quality Assurance, Continuous Improvement and Asset Management systems.
- Carry out all duties and functions in a manner that promotes good teamwork and public relations.
- Contribute to the continuous improvement and productivity of the organisations operations.

5. ORGANISATIONAL RELATIONSHIPS:

Reports to: Manager Works and Operations

Supervises: Nil

Internal Contacts: Manager Works and Operations, Project Coordinator, Operations Coordinator, Manager Assets and Facilities, Team Leaders, Payroll Coordinator, Customer Service Officers, Infrastructure Services department

External Contacts: General public, contractors, suppliers, other Councils and relevant Government agencies and statutory bodies.



6. OCCUPATIONAL HEALTH AND SAFETY:

Council is committed to providing and maintaining a safe and healthy workplace for its employees, contractors, volunteers and members of the public. Whilst at work, an employee must:-

- Take reasonable care for their own health and safety;
- Notify their Manager of their inability to carry out any physical task that is outside their capability;
- Take reasonable care for the health and safety of people who may be affected by the employee's acts or omissions in the workplace;
- Cooperate with respect to any action taken by Council to establish and maintain occupational health and safety systems and procedures, including the completion of risk assessments;
- Complete Accident, Hazard and Near Miss Reports in a timely manner;
- Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health and safety;
- Use protective equipment or clothing provided by Council at all required times;
- Immediately notify their Manager in the event of any injury, near miss, damaged equipment or other workplace hazard.

7. RISK MANAGEMENT:

Whilst at work, an employee must:

- Contribute to making Hindmarsh Shire as risk free as possible for all employees, residents and visitors;
- Take all reasonable action to protect Council assets from damage and or loss;
- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.

8. RECORDS MANAGEMENT

- Responsible for following Council records management processes and principles as contained within Council policies and procedures;
- Responsible for creating full and accurate records of activities and decisions relating to Council business; and
- Supporting the Records Management team with access to, and retrieval of, documents relating to Freedom of Information requests and public transparency principles contained in various Acts and regulations.

9. ACCOUNTABILITY AND EXTENT OF AUTHORITY:



- Responsible for the quality and timeliness of work, with the ability to plan own work at least a week in advance.
- Freedom to act is limited to standards and procedures established for the position.
- The work falls within specific guidelines. There is scope to exercise discretion in the application of established procedures.

10. JUDGEMENT AND DECISION MAKING:

- Guidance and advice are always available within the time to make a choice.
- The objectives of work are clear with set procedures but the particular method, process or equipment to be used must be selected from a range of available alternatives.
- Determine an appropriate work schedule to complete allotted duties within a given timeframe and to meet set deadlines provided by the Manager Works and Operations.

11. SPECIALIST KNOWLEDGE AND SKILLS:

- Ability to competently operate the Microsoft Office Suite of products including Word, Excel, email and internet.
- Understanding of computerised systems including asset management software, customer request management and the application of personal computers in a modern office environment.
- Practical skills and knowledge to assist in the implementation of relevant systems and procedures.
- An understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents and an understanding of the goals of the unit.
- Some general engineering and road construction experience would be an advantage.

12. MANAGEMENT SKILLS:

- Skills in managing time, planning and organising one's own work.
- Ability to work unsupervised and maintain self-motivation.

13. INTER-PERSONAL SKILLS:

- Sound written and oral communication skills.
- Ability to work as part of a team, communicate within all levels of Council, and contribute to team discussions and workplace improvement programs.
- Ability to prepare routine correspondence and reports.



- Ability to gain cooperation and assistance from clients, members of the public and other employees in the administration of well-defined activities.
- Ability to work in a high profile area and act in a courteous manner to members of the public.

14. **QUALIFICATIONS AND EXPERIENCE:**

- Current drivers licence.
- previous administration experience.

15. **EQUAL OPPORTUNITY:**

Hindmarsh Shire Council offers a work environment free from discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

16. **PRIVACY AND CONFIDENTIALITY:**

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Privacy Act (Cth), the Privacy and Data Protection Act (Vic), the Health Records Act (Vic) and Council's Confidentiality policies.

Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at Council for any purpose other than the discharge of official duties.

17. **KEY SELECTION CRITERIA:**

The following key selection criteria will be used as a tool to assist in the selection of the most suitable applicant.

Applications **must** address the key selection criteria:

- Previous administration experience or local government experience or willingness to learn.
- Ability to competently operate the Microsoft Office Suite of Products including Word, Excel, email and internet.
- Ability to work unsupervised.
- Demonstrated experience in written and oral communication.
- Ability to communicate discreetly on sensitive issues and provide effective and courteous customer service.
- Understanding of Civil infrastructure assets (roads, footpaths, etc.) is an advantage.



- Willingness to undertake a pre-employment medical, police check and Working with Children Check.

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