

Position Description

Job Title	Administration Officer Technical Services / Wik & Kugu Art Centre Identified Position
Organisational Context	Aurukun Shire Council is an Indigenous community of about 1,450 people. Council provides a variety of services to the community that include provision of education, health, police and welfare services; operation of airport, postal and bank agencies; development and maintenance of roads and housing. Funding is received through both State and Federal governments.
Department	Technical & Corporate Services
Award & Classification Level	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2 – Section 1 (Administrative, clerical, technical, professional, community service, supervisory and managerial services) Level 3.
Location	Aurukun
Reports to	Director Technical Services
Position Scope	This position has significant direct contact with internal staff and external visitors and sub – contractors.
Employees Supervised	Nil.
Job Role & Key Objective/s	To provide administrative assistance to the Director Technical Services and the Wik & Kugu Art Centre Manager on a shared 50/50 basis.
Qualifications, Experience & Personal Attributes	<ol style="list-style-type: none"> 1. Blue Card 2. Open Drivers Licence 3. Senior First Aid 4. Strong interpersonal and communication skills and a professional and courteous manner at all times. 5. Strong numeracy, literacy and organisational skills. 6. Attention to detail. 7. Problem solving skills and the ability to use initiative. 8. Excellent computer skills including Word and Excel. 9. Excellent written and oral communications including formatting of correspondence. 10. Capacity to demonstrate a high level of commitment to interact positively in a remote Aboriginal community. 11. Ability to prioritise workload tasks.

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	<ul style="list-style-type: none"> 12. Sound organisation and planning of daily tasks. 13. Confidentiality to be maintained at all times.

Job Title	Administration Officer - Technical Services / Wik & Kugu Arts Centre (Continued)
Duties & Responsibilities	<p style="text-align: center;">Technical Services</p> <ul style="list-style-type: none"> 1. Provide administrative assistance to the Director Technical Services including preparation of reports, agendas and meeting minutes as directed and tracking of outcomes and actions. 2. Maintain records systems in accordance with ASC procedures. 3. Document and maintain work related procedures and processes. 4. Assist with the collection of plant quotations and the preparation of requisitions for same. 5. Other duties and tasks as directed by Director Technical Services and Building Maintenance Supervisor. <p style="text-align: center;">Wik & Kugu Art Centre</p> <ul style="list-style-type: none"> 1. Handle the paperwork for Art Centre Artists deposits and present to the Post Office for banking. 2. Enter completed art pieces into the SAM system. 3. Organise artist supplies and tools for the Centre. 4. Assist Artists fill out travel requests when needed. 5. Set up and maintain a register for the Art Centre stores supplies. 6. Assist Artists to gather local Art Centre supplies such as wood and ochre.

Key Performance Indicators	Key Performance Measures
<ul style="list-style-type: none"> • Friendliness, Helpfulness and Co-operation 	<ul style="list-style-type: none"> • No substantiated complaints • Positive feedback to Director Technical Services from other. • Contribution to business service development through the delivery of positive and effective customer service • Reinforcement of positive customer service delivery to all members of the team.
<ul style="list-style-type: none"> • Reliability & Timeliness 	<ul style="list-style-type: none"> • Punctual, reliable and regular attendance • Completing at least 90% of work accurately and within nominated timeframes.
<ul style="list-style-type: none"> • Adherence to Council's policies, procedures 	<ul style="list-style-type: none"> • No breaches of Council's policies and procedures • No breaches of National Standards.

I, _____ acknowledge and agree to the above position description.

Employee's Signature _____

Date _____