



position description

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*Looking
After Our
Community*

OUR VISION

*“A prosperous
and progressive
community we
proudly call
home”*

OUR VALUES

Respect

Integrity

Recognition

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POSITION DETAILS

Position Title:	Administration Assistant – Family Day Care
Position Number:	E0018P
Directorate:	Community
Position Reports to:	Family Day Care Coordinator
Staff Management:	N
Date Authorised:	June 2021
Position Status:	Part time to 30 June 2022
Hours per week:	14
Award:	Local Government State Award 2020
Flexibility:	Working each Monday and Tuesday
Grade:	E
Delegations:	Nil

POSITION OVERVIEW

To provide a consistently high standard of administrative support to the Family Day Care Coordination Unit team.

KEY ACCOUNTABILITIES

- Processing of Children's attendance records from throughout Scheme.
- Accurate reconciliation of payments and attendance records.
- High attention to detail; accuracy of data entry / attention to detail imperative
- Filing and other tasks as directed.
- Assisting and supporting families and educators with enrolments and general enquiries within a timely manner / required timeframes.
- Building positive relationships with families and educators.
- Courteous and efficient reception, telephone and email inquiries in line with Council's established procedures.
- Accurate filing and data entry into the relevant records management system.
- Demonstration of the core values and behavioural requirements of the Workplace Environment Statement.
- To co-operate with all health and safety policies and procedures of Mid-Western Regional Council.
- To take all reasonable care that their actions and omissions do not impact on the health, safety and wellbeing of others at Council, including other employees and visitors.
- To actively promote and demonstrate the core values and behavioural requirements of the Workplace Environment Statement.

WORKPLACE HEALTH AND SAFETY

To comply with all Council safety policies and procedures including SWMSs and Project/Event Safety Management Plans where applicable.

- Work in a safe manner without risk to themselves, others or the environment.
- Follow established and communicated safe work procedures at all times (this includes any permit requirements for high risk work).
- Report all incidents, hazards, injuries, illness or property damage, theft or loss.
- Participate in agreed WHS consultation arrangements
- Participate in site inspections, site risk assessments or incident investigations as requested.
- Seek assistance/clarification if unsure of WHS rules or procedures.
- Report any faulty tools or plant.
- Correctly use and maintain all personal protective equipment provided as required.
- Complying with emergency and evacuation procedures.
- Participate in any required WHS training or induction.
- Follow any verbal directions given by any MWRC employee with regard to WHS.
- Participate in WHSMS review activities as required/requested.

ORGANISATION EXPECTED STANDARDS

Attendance

- Punctual – attends work on time and observes correct working hours
- Leave taken is in accordance with the Award and Council requirements

Communication in the Workplace

- Expresses ideas and thoughts clearly, positively and politely in a group or in one to one situations
- Information, instructions and decisions are understood and adhered to

Core Values of Respect, Integrity and Recognition

- Demonstrates values (Respect, Integrity and Recognition) and ethics, including the Code of Conduct in personal behaviour
- We never tolerate bullying and harassment
- We are committed to action – we do what we say we will do
- We seek continuous improvement both individually and collectively
- Work is performed in accordance with Council policies and procedures



Customer Service

- Communication with the public and other employees is courteous, accurate and timely with a focus on understanding and meeting internal/external customer needs

Reason and Decision-making

- Resolves day to day problems on the job with minimum supervision
- Work is completed correctly the first time, no rework is required

Team Work

- Participation with own work group and other teams is supportive, efficient and effective, with primary goal of helping Council achieve its objectives

POSITION SELECTION CRITERIA

Essential

- Higher School Certificate and up to two years' experience in a similar administrative role
- Class C Drivers Licence
- Demonstrated ability to communicate effectively with a diverse range of people of various socio-economic and culturally diverse backgrounds, including staff, educators, parents and their children
- Demonstrated ability to work as a member of a team and autonomously
- Demonstrated computer skills in Word
- Demonstrated ability to remain client focused
- Demonstrated understanding of principles of privacy and confidentiality
- Demonstrated good organisational skills, including the ability to time manage, prioritise, produce accurate work and consistently meet deadlines
- Demonstrated confidence and decision making skills, within the scope of the position
- Current Working with Children (Employment) clearance – to be verified by Council prior to appointment
- Ability to obtain and maintain National Police History Check throughout the term of engagement
- Knowledge of workplace health and safety responsibilities and a commitment to attending relevant WHS training

POSITION SELECTION CRITERIA

Highly Desirable

- Business (Office Administration) Certificate III or equivalent
- Knowledge/experience in Harmony computer software
- Current First Aid and Cardiopulmonary Resuscitation (CPR) certification
- Demonstrated understanding of child protection principles

GENUINE OCCUPATIONAL REQUIREMENTS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.



Environment

- Work is performed primarily indoors with exposure to computer screens and other office equipment.

Mobility

- Sitting for prolonged periods in an office environment.

Other Factors

- Nil.

SIGNATURES

Employee

Full Name:			
Signature:		Date:	

Manager

Full Name:			
Signature:		Date:	

General Manager

Name:			
Signature:		Date:	



