



Position Description

Engineering Administration Assistant	
Position Code	To be determined
Classification/Grade/Band	Local Government (State) Award 2023 Band 2, Level 1 (Grade 5)
Reports to	Town Utilities Manager
Location	Bingara, NSW
Content Manager Reference	
Direct Reports	Nil
Budget (Operating and Capital expenditure)	Nil

Overview of Gwydir Shire Council

Located on the Fossickers Way between the New England and Northwest regions of NSW, the Gwydir Shire encompassing a diverse landscape that is both picturesque and productive. With affordable housing, a strong sense of community and diverse leisure and recreation activities, the Shire offers an idyllic and fulfilling lifestyle. Bingara and Wyallda are the main towns in the Shire.

The Gwydir Shire Council prides itself on being an award-winning organisation that supports its community through the provision of high-quality services. Council offers employees a rewarding career that allows staff to make a positive impact in the communities in which they live; and provides exciting opportunities to explore and suture career avenues within the organisation. Council strongly supports a flexible-family work environment.

Gwydir's Vision

Council's vision is to be a recognised leader in Local Government through continuous learning and sustainability. Council embraces this mantra by ensuring all staff have access to training and education, to reach their full potential.

Gwydir's Mission

To ensure that the Council's long-term role is viable and sustainable by meeting the needs of our residents in a responsible and caring way, attract sustainable development while maintaining the traditional rural values, character and culture of our people.

Child Safety Commitment Statement

Gwydir Shire Council is committed to the safety, wellbeing and empowerment of all children and young people throughout the Shire, including indigenous children, those from culturally and linguistically diverse backgrounds and children and young with disabilities.

All Gwydir Shire Council staff, volunteers and other partners have a zero-tolerance approach to any form of child abuse in both the physical, psychological, and online environments. We support the rights of children and young people, and we will act immediately and accordingly to ensure an environment is maintained where they feel safe, respected, valued, and always empowered.

We know that being a leading child safe organisation is about more than having the right policies and procedures in place. It requires conscious actions and proactive behaviours to protect children from harm. It means creating a culture of safety that extends from participation and education through to ensuring all members of our organisation feel safe and secure in reporting inappropriate behaviour.

It is essential that everyone at Gwydir Shire Council understand the important responsibilities they have in relation to child safety, and we are committed to educating our elected members, employees, volunteers, contractors, consultants, other partners and the wider community in this regard.

We want children to have a voice and know that their views are listened to and respected and that they are given opportunities to contribute. Together we can provide an environment where children feel safe, respected, valued, and encouraged to reach their full potential.

Primary purpose of the position

The position of Engineering administration assistant is responsible for providing administrative support to the Water Services Manager, RMCC Project Manager and Unsealed Roads Overseer. Across all areas of responsibility including the water, sewerage, parks, gardens, community facilities, plant/fleet, workshops and depots of Council and infrastructure related projects.

Department and Branch Description

Forming part of the Infrastructure and Planning Department, the Utilities Branch is responsible for Water and Wastewater services, Parks & Gardens, Plant Fleet and Workshops.

Key accountabilities

Within the area of responsibility, this role is required to:

- Data entry and record keeping to ensure compliance with Corporate requirements for consistent, accurate records to enable reporting to Legislative bodies. Including all business documents and emails are entered into Content Manager and complete follow up actions as required.
- Invoice processing, including ordering parts and materials and processing payments
- Assistance with the preparation, progress reporting and acquittal of grant applications
- Preparation of monthly report for Water and Sewerage, Parks and Gardens and Plant and Workshop and entering into Infocouncil by deadline and compiling this into GSC annual report.
- Processing registration of all fleet, including CTP greenslip processing online
- Correspondence – preparation and response to enquiries for information from internal and external stakeholders, including calendar bookings

- Assist with Annual Water and sewerage reporting to State Government. Including Annual Returns and Annual Reports for two EPA Sewerage Licences, Website updates and Annual Drinking Water Quality Report for NSW Health, including water restrictions.
- Assist with development and review of Policies, Procedures and Guidelines.
- Maintaining staff qualification and training records for the Business Unit
- Handling of cash, counting and banking of cash from Standpipes





Selection Criteria

Essential
<ul style="list-style-type: none"> • Certificate IV Business Administration or other relevant field, and/or significant experience in a similar role • Demonstrated ability to provide administrative support, including experience in meeting procedure and protocols including the development of agendas and secretarial responsibilities, including minute taking. • Ability to use data bases to capture, track and report on information related to all governance functions in an organisation. • Demonstrated personal competencies, including confidentiality, effective communication skills (written, verbal and non-verbal), ability to successfully negotiate for outcomes, sound decision making skills, and genuine commitment to consultation and engagement with other stakeholders. • Ability to balance conflicting priorities and to work to deadlines. • Supports productive relationships with a demonstrated ability to work as part of a team and independently and with people at all levels • Current valid 'C' Class driver's licence.
Desirable
<ul style="list-style-type: none"> • Knowledge of legislation relevant to local government, including Acts, Regulations and associated statutes as well as a sound understanding of local government policy development and complaints management procedures and statutory requirements.
Common requirements of the position
<ul style="list-style-type: none"> ▪ Willingness to have Council conduct a Criminal History Check. ▪ Agree to undertake a medical assessment by Council's nominated medical practitioner if required and to be medically fit to undertake the full requirements of the position. ▪ Manage projects in accordance with corporate standards. ▪ Willingness to work flexible hours to meet the requirements of the position. ▪ Behaviour in accordance with Council's policies and the Code of Conduct. ▪ Report environment issues that may become evident when carrying out the position duties.
Qualifications
<ul style="list-style-type: none"> • Certificate IV in Business Administration

Capabilities for the position

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <http://capability.lgnsw.org.au>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Foundational
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Foundational
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
	Create and Innovate	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

Focus capabilities.

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Adaptability	Intermediate	<ul style="list-style-type: none"> Adapts quickly to changed priorities and organisational settings Welcomes new ideas and ways of working Stays calm and focused in difficult situations Perseveres through challenges Offers own opinions and raises challenging issues
Personal Attributes Act with Integrity	Intermediate	<ul style="list-style-type: none"> Maintains confidentiality of customer and organisational information Is open, honest and consistent in words and behaviour Takes steps to clarify ethical issues and seeks advice when unsure what to do Helps others to understand their obligations to follow the code of conduct, legislation and policies Recognises and reports inappropriate behaviour, misconduct and perceived conflicts of interest
Relationships Communicate and Engage	Intermediate	<ul style="list-style-type: none"> Focuses on key points and communicates in 'Plain English' Clearly explains and presents ideas and technical information Monitors own and others' nonverbal cues and adapts where necessary Listens to others when they are speaking and asks appropriate, respectful questions Shows sensitivity in adapting communication content and style for diverse audiences
Relationships Community and Customer Service	Intermediate	<ul style="list-style-type: none"> Identifies and responds quickly to customer needs Demonstrates a thorough knowledge of services provided Puts the customer and community at the heart of work activities Takes responsibility for resolving customer issues and needs
Results Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> Gathers and investigates information from a variety of sources Questions basic inconsistencies or gaps in information and raises to appropriate level Asks questions to get to the heart of the issue and define the problem clearly Analyses numerical data and other information and draws conclusions based on evidence Works with others to assess options and identify appropriate solutions

Group and Capability	Level	Behavioural Indicators
Technology and Information	Foundational	<ul style="list-style-type: none"> Shows confidence in using the technology required in the role Uses technology appropriately, in line with acceptable use policies Completes work tasks in line with records, information and knowledge management policies
Prepared By	Human Resources	
Approved by General Manager	January 2025	
Date Approved/Reviewed	January 2025	
Version Number and Date	Version 2 – January 2025	