

# Position Description

<b>Position Title</b>	Corporate Services Officer
<b>Tenure</b>	0.4 FTE to 0.6 FTE Part Time Permanent
<b>EA</b>	WGCMA EA 2020
<b>Location</b>	Traralgon with Hybrid working available
<b>Classification</b>	Grade 3
<b>Reports to</b>	Lead – Finance and Compliance

## A ORGANISATIONAL AND POSITION OBJECTIVES

### About West Gippsland Catchment Management Authority (WGMA)

Our organisation was established in 1997 to manage land and water resources in the West Gippsland region which covers over 17,500 square kilometres from near Warragul to San Remo, Wilsons Promontory, Lakes Entrance and to Mount Howitt, past Licola.

As a leader in Natural Resource Management, we exist to implement integrated catchment management to improve priority landscapes.

### Organisational – Corporate Services Unit

Within the organisational context the Corporate Services Unit provides financial management services, payroll services, information technology/management, fleet management and administrative services to the West Gippsland Catchment Management Authority (WGCMA). This service is provided through the development of policies and procedures and the preparation of operational and capital plans and budgets. The Corporate Services Unit then monitors the performance of the WGCMA against these budgets and plans.

The services provided by the WGCMA Corporate Services Unit extend to other Catchment Management Authorities and Partnership Organisations.

### Position Objective

The role will support the delivery of Corporate Services projects as well as provide back-up executive assistant support to the Corporate Services unit and provides administrative support to the Executive

Manager – Corporate Services in fulfilling specific project reporting, monitoring and coordination activities as requested.

## **B RESPONSIBILITIES & DUTIES**

### **1. General Corporate Services Support**

- Provide Project and Administrative support to Corporate Services Team
- Assist with compliance reporting requirements
- Co-ordinate external contractors providing maintenance, security and cleaning services

### **2. OH&S Committee Support**

- Provide project support to the OH&S Committee as required
- Assistance with record-keeping and ensuring deadlines are met

### **3. General/Basic IT Support**

- Provide SharePoint administration assistance
- Provide IT systems project assistance as required
- Assist with the onboarding and offboarding process including provision and tracking of IT equipment
- Provide support to staff in the use of internal IT systems and programs

### **4. Motor Vehicles Administration**

- Management of pool vehicles
- Administration of e-tags, fuel cards, registrations and roadside assistance
- Coordination of new vehicle quotes and handover
- Assist with coordination of insurance claims and repairs/maintenance

## **C SPECIALIST KNOWLEDGE AND SKILLS**

- Sound knowledge of office administration and data management processes and systems.
- An ability to understand and interpret contract agreements.
- High level of computer literacy in the Microsoft Office suite of programs.
- A general working knowledge of organisational functions and context including relevant policies and procedures.

## **D OTHER POSITION REQUIREMENTS**

- High level of responsibility for planning and organising their own time to achieve required objectives and meet deadlines.
- Independent decision making within the parameters delegated to the incumbent.
- Guidance and advice will be available from the Executive Manager - Corporate Services, Lead – Finance and Compliance, and Lead – Business and Systems Analyst.

- Demonstrated ability to undertake duties in an ethical manner and adhere to confidentiality provisions.
- Highly developed and demonstrated capacity to work autonomously, as well as part of a team.
- Excellent verbal and written communication skills to effectively communicate with a wide range of stakeholders.
- Ability to solve problems and display initiative to apply innovated strategies.

## E ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Responsible for determining day to day priorities to achieve required outputs
- Responsible for delivering on stated position accountabilities
- The position is required to demonstrate, understand and practise confidentiality and privacy in handling all employee and Authority matters and other information
- Carry out duties in a responsible and professional manner with a strong consideration for effective workplace relations

## F KEY SELECTION CRITERIA

- Well-developed verbal and written communication skills
- High level of computer literacy with the Microsoft Office suite of programs
- Well-developed time management, planning and priority setting skills
- Ability to work independently and contribute to a strong team-focussed environment
- Ability to solve problems, display initiative and be action orientated
- A high level of interpersonal skills and the ability to manage relationships with internal and external stakeholders.

## G ORGANISATIONAL RELATIONSHIPS

<b>Reports To</b>	Lead – Finance and Compliance
<b>Responsible For</b>	Nil
<b>Internal Liaisons</b>	WGCMCA staff, including the CEO and Executive, WGCMCA Board and committees
<b>External Liaisons</b>	Other State Government Authorities and Departments, members of the public, Suppliers, Auditors and other Victorian CMA's.

## H HEALTH AND SAFETY

Employees are required to carry out their work in accordance with health and safety legislation, and WGCMA policies and procedures. Employees have a responsibility to exercise reasonable care to protect their health and safety and that of others by following all reasonable health and safety instructions; reporting any incident or hazards; assist in hazard identification, risk assessment and implementation of risk controls; and use PPE provided.

The following information is provided to identify health and safety issues specific to this role:

- Activities associated with office work, including sedentary desk work
- Frequent dealings with members of the public if required

## I WGCMA VALUES & BEHAVIOURS

Our values underpin every aspect of our work: *We collaborate and support each other and our partners by acting with integrity, empathy and passion to protect and enhance the region's catchments.*

## J OTHER RELEVANT INFORMATION

### 1. Code of Ethics

West Gippsland CMA would require the participant to adhere to the following principles: "He/She or They shall not use the position for his or her personal gain or advantage, nor disclose any confidential information which may be acquired as a result of special opportunities arising from his/her or their employment with the Authority".

### 2. Private Practice

The successful applicant will not be permitted to engage in any trade, profession or business without the approval of the WGCMA Chief Executive Officer.

### 3. Smoking Restriction Program

The WGCMA provides a smoke free work environment and a non-smoking policy applies throughout all areas of WGCMA's operations including all vehicles.

### 4. Driver's Licence

A current Victorian Driver's licence may be essential to this position and must be produced, prior to commencement, for verification. Loss of licence may result in termination of this position, should it occur in the period of employment.

### 5. Privacy

The WGCMA collects personal information in accordance with the *Privacy and Data Protection Act 2012*. Information provided by you in support of your application will only be used in consideration of this vacancy. To protect your privacy all documentation provided by you will be destroyed at the conclusion of the recruitment process.

### 6. Equal Opportunity

We believe that the unique contributions of our people create our success. We share a commitment to value and embrace diversity in all forms; so that our work environment is a safe space we can all belong. All qualified applicants will receive consideration for employment regardless of their background, identity, orientation, ability or thinking style.

## 7. Employment Principles

The employment principles reinforce the public sector values. The principles are essential to a highly effective and harmonious workplace and are to ensure:

- Employment decisions are based on merit
- Employees are treated fairly and reasonably
- Equal employment opportunity is provided
- Human rights as set out in the Charter of *Human Rights and Responsibilities Act 2006* are upheld
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment

<b>Reviewed By</b>	Lucy Laurie-Rhodes
<b>Review Date</b>	03/03/2025

*We acknowledge and pay our respects to the Traditional Owners of the region, the Gunaikurnai, the Bunurong, the Boonwurrung and the Wurundjeri Peoples and pay respects to Elders, past, present and emerging.*