

## POSITION DESCRIPTION

### Position Details

<b>Position Title:</b>	Compliance Administration Officer
<b>Award Classification:</b>	Level 4
<b>Employment Conditions:</b>	Queensland Local Government Industry (Stream A) Award – State 2017
<b>Department / Branch:</b>	Corporate & Financial Services / Governance & Regulatory Services
<b>Principal Location:</b>	Shire Office, Hughenden
<b>Reports to:</b>	Governance and Regulatory Services Manager (or as directed)
<b>Direct Reports:</b>	0

### Flinders Shire

<b>Our Vision:</b>	Flinders Shire – a place of discovery, opportunity and lifestyle
<b>Our Mission:</b>	To promote quality of life through leadership, attitude and respect
<b>Our Values:</b>	<ul style="list-style-type: none"> <li>• A Caring Philosophy</li> <li>• Pursuit of Excellence</li> <li>• Teamwork</li> <li>• Local Ownership</li> <li>• Communication</li> <li>• Leadership</li> <li>• Recognition</li> </ul>

### Council Structure



### Position Objective

The Compliance Administration Officer provides a range of administrative support within the Governance and Regulatory Services Section to ensure Council complies with all relevant legislation.

As a representative of Council, demonstrated professionalism and a commitment to a high level of service and continuous improvement in the best interest of Council and the Community are essential.

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## Key Responsibilities

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### **Compliance**

- Provide a range of administrative support across the work group.
- Provide support in relation to Council's enterprise risk management framework including development and maintenance of risk registers.
- Advise on community compliance and licensing issues in accordance with adopted policies and procedures.
- Draft routine correspondence including Local Laws documentation.
- SPER administration
  - SPER contact officer
  - Maintaining data on SPER

### **Governance**

- Maintain Council's registers in accordance with relevant legislation
- Schedule policies, procedures and forms for review by document owners/subject matter experts
- Update Policy Register, Policy Central, and Forms Central upon finalisation of scheduled reviews by document owners/subject matter experts and approval by CEO/Council

### **Safety**

- Administration and maintenance of Council's safety management system (currently Skytrust)
  - Prepare and present training in Skytrust to internal staff
  - Monitor currency of licences and qualifications and take remedial action
- Assist Safety Systems Manager in preparation of reports, policies, procedures, etc
- Undertake the role of Rehabilitation and Return to Work Coordinator
- Assist in the delivery of work health and safety inductions to new employees and contractors

### **General**

- Consistently complete allocated tasks to a high standard and within agreed timeframes
- Undertake other tasks up to and including your competency and level
- Actively promote the values of the organisation to staff
- Actively participate in identifying, recommending, developing, and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently
- Provide courteous and professional customer service to internal and external customers
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required
- Ensure that requests are acted on and reported upon in accordance with Council Policy
- Keep supervisor/manager appropriately and adequately informed on the current state of activities relevant to your role and highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

### **Organisational Continuous Improvement & Quality Management**

- Willingness and ability to adapt to challenge and opportunities:
  - changing workforce capabilities through multiskilling, succession planning, knowledge management
  - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live the values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community, and self

### **Corporate Responsibilities**

All employees are bound by the *Queensland Local Government Act 2009* to act with integrity, and in a way that shows proper concern for the public interest. All employees are responsible for acting in accordance with the Flinders Shire Council Code of Conduct and other relevant policies, procedures and protocols as may be applicable to the role.

### **Workplace Health & Safety**

All workers have a duty to familiarise themselves with and comply with statutory and Flinders Shire Council Work Health and Safety requirements, including the WH&S Management System, and WH&S Policies, Procedures, and work instructions.

In fulfilling this duty, workers are to:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person in control of the business or undertaking (PCBU) to allow the person to comply with the *Work Health and Safety Act 2011* (e.g. wearing of Personal Protective Equipment as instructed).
- Cooperate with any reasonable Policy or Procedure of the PCBU relating to health or safety at the workplace that has been notified to workers (e.g. reporting of incidents).
- Participate in the consultation and communication processes as prescribed in the *Work health and safety consultation, cooperation and coordination Code of Practice 2021*.

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### **Other Requirements**

- This position operates from Council's Administration Office in Hughenden, however, may be required to travel within the Local Government Area and work outside of standard business hours to meet the requirements of the role.
- Travel (including outside of normal hours) to attend training may be required
- The incumbent must be:
  - prepared to work flexible hours to meet the requirements of the position;
  - willing to obtain a 'Suitability Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required;
  - medically fit and physically capable to meet requirements of the position;
  - Prepared, if required, to undertake a medical assessment by Council's medical practitioner; and
  - Prepared, if required, for Council to undertake a Criminal History Check

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### **Organisational Relationships and Delegations**

**Internal:** Corporate & Financial Services Team and other portfolios across Council including elected members

**External:** General public, government departments and community groups

**Delegations:** The Compliance Administration Officer works under limited direction, has the skills to manage time and organisational priorities.

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### **Selection Criteria**

#### **Essential**

1. Demonstrated experience in providing administrative support and managing confidential information in a professional and sensitive manner.
2. Demonstrated knowledge and understanding of applicable legislation, including safety legislation
3. Ability to work within a team, establish work priorities, meet deadlines, actively follow up, and resolve outstanding tasks while ensuring attention to detail.
4. High level of communication and interpersonal skills with the ability to develop effective professional partnerships across diverse stakeholders.
5. High level of written communication including the preparation of correspondence and reports.

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6. Demonstrated sound level of knowledge of the Microsoft Office Suite of applications, and the ability to rapidly acquire knowledge of corporate and other programs used by Council such as Skytrust, Authority, and TRIM.
  7. Commitment to uphold Council's Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies.

***Desirable***

8. Qualifications (eg Certificate III or IV) within Safety or a related field.
9. Rehabilitation and Return to Work Coordinator accreditation
10. Current C Class drivers' licence.

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**Authorisation**

**Position Approved By:** Melanie Wicks, Director of Corporate & Financial Services

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Receipt and Acknowledgement**

I, \_\_\_\_\_, have received a copy of the attached position description. I have read this position description, and I understand all my job duties and responsibilities. I further understand that my duties may change on a temporary or regular basis according to the needs of the Council without it being specifically included in the position description. I will be notified of these changes in writing and have an opportunity to ask any questions with my immediate supervisor. I have discussed any questions I may have about this position description prior to signing this form.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_