

1. **Title:** Senior Administration Officer
2. **Level:** LGIA 5/6 (\$63,654 - \$69,400)
3. **Department:** Compliance and Regulatory Services
4. **Position Objectives**

Provide effective administrative support to the entire Compliance and Regulatory Services team assist staff and the public with advice and guidance regarding department services. Project a positive image of the Town of Cottesloe.

5. Key Duties/Responsibilities

5.1 Building

-) Assist the Building Administration Coordinator with the internal building applications process and administrative aspects of *Building Act 2011* applications and approvals
-) Maintain private swimming pool register.
-) Assist with scheduling private swimming pool safety barrier inspections for the Principal Building Surveyor and Compliance Officer
-) Manage enquiries regarding swimming pool safety barrier inspections
-) Assist the Executive Support role with Building Plan search request as required
-) Provide effective administrative support to the Principal Building Surveyor

5.2 Health

-) Maintain all health registers, including; food businesses, public buildings, lodging houses, skin penetration premises, aquatic facilities, offensive trades etc.
-) Prepare annual invoicing for all health premises, including reminder letters when/if required
-) Maintain procedures and practices for health, including health licensing/renewal system
-) Process all temporary health applications (including invoicing) and relevant correspondence, including any licenses required
-) Assist with any health related projects
-) Provide effective administrative support to the Environmental Health Officers.

POSITION DESCRIPTION – SENIOR ADMINISTRATION OFFICER (C&RS)

5.3 Waste

- J Provide efficient and effective administrative support to the Manager of Compliance and Regulatory Services
- J Maintain the Waste register, including discrepancy reports and prepare required invoicing and reports (weekly, monthly and bi-monthly)
- J Prepare all commercial and residential invoices (weekly, monthly and bi-monthly), including those for damaged/replacement bins
- J Manage enquiries regarding waste and if necessary redirect enquiries regarding rubbish, recycling, green waste or bulk rubbish collection to contractors
- J Assist with any waste related projects
- J Attend meetings with waste contractors and the Manager of Compliance and Regulatory Services when required.

5.4 Compliance

- J Assist with the assessment and issuing of verge applications/permits
- J Assist with the assessment and issuing of work zone applications/permits
- J Assess and generate (in conjunction with the Building Surveyor and Compliance Officer) all sign license applications and maintain the sign license register
- J Provide effective administration support to the Compliance Officer

5.6 Other

- J Maintain the Town's website for the Compliance and Regulatory Services department, as directed by the Manager
- J Provide effective administrative support to the entire Compliance and Regulatory services team
- J Maintain and distribute forms and information packs/brochures for the department (online brochures)
- J Undertake other duties within the Compliance and Regulatory Services team as directed by Management
- J Provide courteous and timely service and advice to internal and external customers
- J Comply with the Town's policies and procedures at all times

6. Organisational Relationships

Responsible to:

Manager Compliance and Regulatory Services, with guidance from Building Administration Coordinator

Supervision of Staff:

Nil

Internal and External Liaison:

Internal: Chief Executive Officer
Deputy Chief Executive Officer
Employees of the Town Across all Departments

External: General public
Waste Contractor
Builders, Developers, Contractors
Western Metropolitan Regional Council
Other Local Governments
Other Government Departments and Agencies

7. Selection Criteria

7.1 Essential

-) Minimum two years experience as an administrative officer within a Local Government authority.
-) Familiarity with legislation/regulations and Local Government procedures in relation to building, health and waste.
-) Sound knowledge of Microsoft Office software including MS Word, Outlook and Excel.
-) Excellent written and verbal communication, together with strong customer service skills.
-) High standards of accuracy and quality-control with a high level of attention to detail.
-) Effective time-management, multitasking and organisational skills.
-) Ability to manage a diverse workload and work unsupervised.
-) Work constructively as part of a team.
-) Hold a current C Class Motor Driver’s Licence.

7.2 Desirable

-) Experience with Civica Authority software;
-) Working knowledge of the Town’s Local Laws; and
-) Experience in computerised records management and an integrated computer package.

8. Appointment Conditions

-) *Local Government Industry (WA) Award 2010*; and
-) Town of Cottesloe Enterprise Agreement 2019.

Prepared by: Manager Compliance and Regulatory Services
Coordinator Human Resources

Date prepared: 29 April 2019

Document last reviewed: 9 July 2020

Signed: _____ Date: _____
Employee

Signed: _____ Date: _____
Manager Compliance and Regulatory Services

Signed: _____ Date: _____
Chief Executive Officer