

Job title: Administration Officer Sustainability and Waste	
Classification: Band 4	Effective Date: June 2023
Reports to: Coordinator Waste Reduction and Recycling	Tenure: Permanent

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



Excellent Customer Experience and Service Delivery



Great Organisational Culture



Innovation and Continuous Improvement



Good Governance and Integrity



Long Term Financial Sustainability

CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

Goal Statement

To provide high quality professional customer service and administrative support for the Waste Reduction and Recycling team and the Environmental Sustainability team and the wider City Services Department

Key Responsibilities

Position Specific Responsibilities

- Attend to telephone and in person enquiries and provide information to customers on issues within established guidelines.
- Provide administrative and clerical support including managing requests for new bins, changes to waste services or any other sustainability and waste matters including system administration.
- Process mail merges and preparation of response and educational letters.
- Process incoming Records through Council's documents management system (HPCM), creating customer requests through Council's Pathway system and generating acknowledgement letters where required.
- Maintain relevant databases and spreadsheets.
- Maintain customer satisfaction systems including the compilation of results and reports.
- Assist the team to administer events, workshops and venues.
- Provide administration support for contracts and projects.
- Liaise with waste collection contractors, contractor administration teams and Council's customer service team to ensure good customer service and waste outcomes.
- Assist with any work experience students.
- Provide input and assist with continually improving Council's systems, work processes and practices within the team.
- Contribute to team planning activities and meetings including those with Sustainability and Waste contractors.
- Maintain office systems and processes to ensure high quality, best practice administration services to staff and customers.
- Undertake other duties that support the teams and Department.
- Assist with induction and training of new and/or temporary Administration team members.
- Resolve complex enquiries and complaints, using problem solving and customer service skills.
- Provide excellent customer service by phone, email and in person, including communicating with customers in a clear, professional and empathetic manner.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Accountability and Extent of Authority

Budget: Nil

Staff responsibility: Nil

Judgement and Decision Making

The position operates within established procedures and specific guidelines and has the scope to exercise discretion in the application of the established standards and procedures. Guidance and advice are always available within the time required to make a decision.

Specialist Knowledge and Skills

Qualifications and Experience

- Several years of demonstrated experience in an administrative/customer service role.

Technology

- Experience and proficiency in Microsoft Office packages, including Word, Excel, Records Manager, Pathways and Council's various purchasing and administration software.

Other technical skills and experience

- Effective customer service skills and a competent level of typing skills.

Interpersonal Skills

- Good oral and written communication skills and excellent telephone manner.
- Be able to resolve job specific problems and gain cooperation and assistance from staff, members of the public and customers in the administration of well-defined activities.

Management Skills

- Cooperate with other staff and gain assistance where required.

Other Attributes (Desirable)

- Skills in managing time and organising and planning own work.
- Knowledge and/or experience with waste and recycling collections and service issues

Key Selection Criteria

- Demonstrated high level customer service skills and commitment to providing quality service.
- Experience in an administrative support role.
- Experience in the successful use of a variety of software packages including customer request systems.
- Ability to communicate effectively at all levels of the organisation and with customers.
- Ability to work cooperatively in a team environment and with minimal supervision.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.		None	
Hand/Arm Movement Tasks involve use of hand/arms		None	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	Collating and distributing documents – moving items around the office	Very occasionally	
Standing Tasks involve standing in an upright position	Attending training or events.	Very occasionally	
Reaching Tasks involve reaching above head, and above and equal to shoulder height		None	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	Attending training or events.	Very occasionally	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	Collating and distributing documents – moving items around the office	Very occasionally	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body		None	
Keyboard Duties Tasks involve sitting at workstation and using computer.	Office based work	Frequently	
Satisfactory Vision Standard of vision required equal to that required for driver's licence	Using computers and reading materials	Frequently	

Any other relevant comments: