



## **POSITION DESCRIPTION**

### **POSITION DETAILS:**

<b>POSITION TITLE:</b>	Office Manager - SHOROC
<b>DEPARTMENT/SECTION:</b>	SHOROC
<b>RESPONSIBLE TO:</b>	SHOROC Executive Director
<b>RESPONSIBLE FOR:</b>	Nil
<b>EMPLOYMENT BASIS:</b>	Full-time
<b>HOURS OF WORK:</b>	140 hours over a 4 week cycle

### **KEY POSITION OBJECTIVE**

Coordinate, manage and provide support to meet the objectives and varying needs of the SHOROC office, its staff and stakeholders including Mayors, General Managers and Council Management.

### **POSITION STATEMENT**

This position requires strong interpersonal skills to coordinate and support many levels of management. It is accountable to the Executive Director of SHOROC and works closely with the Management and Mayors of the four Councils that are SHOROC (Manly, Warringah, Mosman and Pittwater). A broad range of skills is required including the management of financial accounts and processing payroll (MYOB), website management/coordination, document and file management and high level skills in preparing agendas and taking minutes. Willingness to contribute to team goals is essential and will include tasks such as providing refreshments to meeting attendees.

### **KEY FUNCTIONS AND RESPONSIBILITIES**

1. Provide administrative support to the SHOROC Executive Director, Business Manager and board as required.

2. Manage the financial accounts for the SHOROC office using MYOB, includes processing the payroll.
3. Prepare agendas for the various SHOROC meetings, taking accurate minutes and providing timely circulation of business papers, agendas and minutes.
4. Ensure that the SHOROC website is managed and updated either by hands-on management or by coordination through a member Council
5. Provide refreshments and general support for meeting attendees as required.
6. Promptly and accurately register and record all corporate related correspondence, agendas, minutes and other documentation including emails. Organise and oversee the back up of SHOROC data.
7. Ensure all work is carried out in accordance with legislative, industrial and Council policy requirements and standards in the areas of Equal Employment Opportunity (EEO) and Occupational Health and Safety (OHS).

## **OTHER DUTIES**

1. Other duties may be allocated by the SHOROC Executive Director or Business Manager. These will be in accordance with the employee's range of skills, competence, training and /or experience.

## **OHS Responsibilities, Performance Measures and Authority of Employees**

<b>Responsibilities</b>	<b>Performance Measures</b>	<b>Authority</b>
Ensure all work is performed in accordance with requirements of the Occupational Health and Safety policy, procedure and legislation	Conformance to OHS policy and procedures  Knowledge of, and use of SWMS and Standard operating procedures	Cease work in the event of unsafe practice and report to your Manager / Supervisor immediately
Take reasonable care for their own Occupational Health and Safety as well as that of others	Use of SWMS and standard operating procedures	To fix any problems / hazards within your scope of responsibility
Have an understanding of the Occupational Health and Safety requirements associated with their employment	Training records	To immediately report any problem / hazards outside of your scope of responsibility to your Manager or Supervisor for immediate action.
Report all identified hazards, accidents/incidents and near misses to their manager/supervisor	Hazard identification reports  Workplace inspection reports	

Use and maintain all safety equipment and personal protective equipment (PPE) in accordance with relevant standards.	PPE maintenance records Knowledge and use of Standard operating procedures
Work in accordance with relevant competency standards	Training records. Supervisor site inspection records

## **SELECTION CRITERIA**

### ***ESSENTIAL:***

- High level office management and administrative skills (at least 60 wpm typing)
- Understanding of and experience in preparing agendas and taking minutes for formal business meetings
- Experience using MYOB – including processing payroll
- Ability and willingness to set own working priorities and work autonomously
- Demonstrated commitment to working in a small team to achieve organisational objectives
- Ability to maintain a website, understanding of website communication and consultation
- Excellent interpersonal and communication skills, including conflict resolution, negotiation and dealing with senior management.
- Demonstrated commitment to quality customer service and continuous improvement strategies.
- Computer proficiency with Windows applications.
- Ability to develop organisational procedures and protocols and to ensure the recording and maintenance of accurate information.
- Understanding of OHS issues in the workplace and EEO principles.

### ***DESIRABLE:***

- First Aid Certificate
- Work experience in the public sector preferably in a Local Government setting