Position Description

Position Title	**Technical Administration Officer**
Department	Works
Award	Local Government Officers' (Western Australia) Award

Position Summary

The Technical Administration Officer provides essential administrative support to the Works Department. Reporting to the Works Manager, this role focuses on assisting with the coordination and execution of various administrative tasks related to the department's operations. Responsibilities include managing procurement documents, maintaining contractor records, supporting the tender process, preparing reports, and ensuring compliance with relevant regulations. The role also involves liaising with internal and external stakeholders to ensure the efficient administration of works-related activities.

In addition to administrative duties, the role may also involve fieldwork such as the deployment of road traffic counters, video recording of roadways, and on-site inspections to assess road conditions and occasional travel to Kalgoorlie for vehicle servicing, as well as the collection of Shire purchases.

Key Duties and Responsibilities

Customer Service

- Respond to customer enquiries related to the Works area, including Private Works Requests and road condition updates
- Provide courteous and timely communication with residents, contractors, and internal stakeholders

Administration/Technical

- Liaise with the Ranger regarding general issues and operational concerns as required
- Provide administrative support for the tender process as directed by the Works Manager
- Develop procurement documents, including researching service delivery requirements and obtaining quotations in accordance with the Shire's procurement policy
- Maintain and update the contractor register; ensure all contractors have completed inductions and hold appropriate insurance and documentation prior to commencing work
- Assist the Building Maintenance Officer with the implementation of the property maintenance program
- Provide administrative assistance in project management tasks and the preparation of grant applications
- Monitor and ensure the timely and accurate completion and submission of timesheets and leave forms for the Works Department
- Manage electronic information and records in compliance with the WA State Records Act 2000 and the Shire's information management protocols
- Maintain and update the RAMM (Road Asset Maintenance Management) system to support infrastructure planning and maintenance reporting
- Prepare weekly road condition updates, and provide additional updates as required, for publication on the Shire's website
- Assist with the deployment and data retrieval from MetroCount traffic classifiers and support data analysis as required
- Assist with video recording of roadways and associated data collection as required to support works planning and traffic analysis

- Conduct or support on-site inspections to assess road conditions and assist with reporting or updates as required
- Assist the Works Manager in the preparation of agenda items and reports for the Council or Executive Team meetings
- Assist the Works Manager in Work Health and Safety (WHS) documentation and related administrative tasks for the Works Department

Bush Fire and Emergency Services

- Provide administrative support to Bush Fire Brigades, including purchasing equipment and managing supply inventory
- Maintain up-to-date records of Bush Fire Brigade members and submit volunteer information to the Department of Fire and Emergency Services (DFES) as required
- Provide administrative assistance to the Local Emergency Management Committee (LEMC), including preparation of reports, meeting documents and general support tasks
- Assist in the preparation of Local Emergency Management Arrangements (LEMA) documents
- Prepare bushfire warning updates, as required, for publication on the Shire's website in coordination with relevant emergency services

Other duties

- Take Shire vehicles to Kalgoorlie for servicing
- Occasionally travel to Kalgoorlie to collect Shire purchases as required
- Perform other duties as directed by the Works Manager, or the Executive Team (with the Works Manager's approval), in line with the classification level and capabilities

Key Reporting Relationships

Reporting to:
Works Manager

Other positions reporting into this position:
Nil

External relationships:
Creditors and debtors
Ratepayers and the community
Shire visitors

Key Behavioural and Capability Indicators — Level - Intermediate

The Key Behavioural and Capability Framework describes the capabilities (knowledge, skills, and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results, and business enablers, with a fifth workforce leadership group of capabilities for roles with people management responsibilities. These groups work together to provide an understanding of the capabilities needed for the role.

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment. The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level

- **Act with Integrity** – Maintains confidentiality of customer and organisational information; is open, honest, and consistent in words and behaviour; takes steps to clarify ethical issues and seeks advice when unsure what to do; helps others to understand their obligations to follow the code of conduct, legislation, and policies; recognises and reports inappropriate behaviour, misconduct, and perceived conflicts of interest

- **Demonstrate Accountability** – Follows through reliably and openly takes responsibility for own actions; understands delegations and acts within authority level; is vigilant about the use of safe work practices by self and others; is alert to risks in the workplace and raises them to the appropriate level
- **Community and Customer Focus** – Identifies and responds quickly to customer needs; demonstrates a thorough knowledge of services provided; puts the customer and community at the heart of work activities; takes responsibility for resolving customer issues and needs
- **Work Collaboratively** – Encourages an inclusive, supportive, and co-operative team environment; shares information and learning within and across teams; works well with other teams on shared problems and initiatives; looks out for the wellbeing of team members and other colleagues; encourages input from people with different experiences, perspectives, and beliefs; shows sensitivity to the workloads of others and challenges when asking for input and contributions
- **Deliver Results** – Takes the initiative to progress own and teamwork tasks; contributes to the allocation of responsibilities and resources to achieve team/project goals; consistently delivers high quality work with minimal supervision; consistently delivers key work outputs on time and on budget
- **Technical Knowledge** – Sound understanding of the technical aspects of basic maintenance; knowledge of how to use equipment, chemicals and tools involved in the role; ability to apply standards and regulations to their operations; able to identify and assess potential risks and hazards
- **Safety** – Acts to prevent the reoccurrence of challenges and barriers to safety; helps colleagues to ensure their own safety and safety of others; brings safety concerns to the attention of the Works Manager through written or verbal reports as appropriate; takes initiative to review organisational policies and procedures with an aim to improve the safety of colleagues and the wider community; collects feedback from internal and external stakeholders on new and current safety procedures

Selection Criteria

Knowledge and Experience

- Demonstrated experience in an administrative or technical support role, ideally within Local Government
- Strong knowledge of procurement processes and tender procedures within a local government context
- Experience maintaining contractor records, managing supply inventories, and supporting project management and grant application processes
- Knowledge of Work Health and Safety (WHS) requirements and documentation related to works and field operations
- Experience in supporting emergency services administration, including knowledge of Local Emergency Management Arrangements (LEMA) and bush fire brigade coordination
- Practical experience in or exposure to fieldwork activities such as traffic counter deployment, road condition assessments and video data collection

Skills

- Strong written and verbal communication skills, with the ability to prepare clear documentation and reports, and liaise effectively with internal staff, contractors, and external agencies
- Excellent organisational and time management skills, including the ability to manage multiple tasks, meet deadlines and work independently or as part of a team
- Competency in administrative processes, including recordkeeping, data entry, document preparation, and tender/procurement administration
- Sound analytical and problem-solving skills, particularly in reviewing technical data (e.g. traffic counts, road conditions) and supporting infrastructure planning
- Proficient in the use of Microsoft Office applications (Word, Excel, Outlook), as well as systems such as RAMM (Road Asset Maintenance Management) and other asset or record management systems

- Ability to interpret and apply relevant policies, procedures, and legislation, including procurement policies and WHS requirements
- Capacity to undertake field-based tasks, such as deploying traffic counters, conducting road inspections, and collecting technical data – including the physical ability to manage related equipment and tasks safely

Qualifications

- Relevant qualifications in Business Administration or a related discipline, or equivalent experience in a technical services administration role
- Training or certification in Work Health and Safety or Project Management – desirable

Eligibility and inherent requirements associated with the position

- Current satisfactory National Police Clearance
- Medical clearance appropriate to the role
- Current WA 'C' Class driver's licence
- Full working rights

Name of current incumbent:	**Signature:**	**Date:**
Chief Executive Officer:	**Signature:**	**Date:**
Peter Bentley		20/11/2025