

Position Description

Senior Administration Support Community and Place

Classification	Level 6
Status	Permanent Full time
Reports to	Director Community and Place
Position Objective	To provide high level administrative and project support to the Community and Place Directorate
Last Review Date	June 2026

About the Team

The Community and Place Directorate cover a broad portfolio including Statutory Planning Services, Health, Building, Heritage, Emergency Management, Ranger Services, Arts, Culture and Events, Sport and Recreation, Community Facility Planning, Community Wellbeing and Library Services.

The Directorate supports the Town's vision to be a vibrant, safe and inclusive community with a high standard of local services and facilities.

Role Responsibilities

Administration

- Provide high quality administrative support for the Director Community and Place and the Community and Place Leadership Team including managing executive schedules, committee agenda and minutes, co-ordinating council and committee reports, supporting financial processes, and assisting with project management and governance as well as being first point of contact for enquiries
- Assisting with developing and reviewing Council and administrative policies, guidelines, processes and procedures
- Support the Director by coordinating and undertaking project administration tasks
- Undertake research on contemporary local government issues and prepare briefing notes, discussion papers or reports as appropriate
- Maintains relevant registers, databases, and systems to ensure that information is accurate, stored correctly and accessible as required and meets legislative requirements
- Contribute to business improvement initiatives, processes and procedures that support the work of the service unit
- Liaison with internal teams, external stakeholders and the community to resolve enquiries
- Assist the Director Community and Place and the Community and Place Leadership team with preparing editing, proof reading, finishing and maintaining corporate documents and other significant publications
- Prepare basic reports for inclusion in Council, Committees and CEO Bulletin
- Event and program management support as required
- Adhere to the principles of and behave in accordance with the Town's Code of Conduct

Projects

- Undertake Community and Place projects and programs including preparation, scoping, planning, implementation, training and review
- Provide administrative project support and coordination for corporate wide projects and complex Community and Place Projects
- Provide project, grants and contract management support including being first point of contact, preparing of agendas, minutes, reports, managing project documentation coordinating resources and monitoring project plans to ensure projects are delivered in in line with milestones, objectives and budget

Work Health and Safety

- Demonstrate a strong commitment to work health and safety and wellbeing by taking reasonable care/action to ensure their own safety and the safety of others by complying with WHS legislative requirements as well as Town of

Bassendean's policies, procedures, guidelines, instructions and safety management systems

Other Job Requirements

The Town will assess applications and suitability against the above role responsibilities, leadership capability requirements and other requirements below.

Selection will be based on the following criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the Position Description.

- Previous experience in business administration or project coordination is essential preferably in the Local Government sector.
- Possession of a qualification in Business Administration is desirable
- Strong communication, research, analysis and problem-solving skills with ability to communicate with customers and stakeholders at all levels and from diverse backgrounds.
- Ability to work with discretion, initiative and sound judgement
- Ability to effectively manage time and prioritise tasks.
- Ability to work in a team environment in a friendly and positive manner.
- Demonstrated commitment to punctuality and reliability in accordance with the agreed working hours of the position.
- C class drivers license.

Agreement

The details contained in this document are an accurate statement of duties, responsibilities and other requirements of the job.

As the **employee**, I have reviewed and accept the statement of duties.

Name	Signature	Date	Checked by HR

As the **Manager** I have reviewed and confirm this is a current and relevant document.

Name	Signature	Date	Checked by HR

Capability Requirements

The following Capability Framework describes 16 capabilities across five core groups. Together the capability groups set out the core knowledge, skills, abilities and other attributes expected of this position.

1. Personal Attributes

Manage Self <i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning</i>	✓ Understands what needs to be done and steps up to do it ✓ Pursues own and team goals with drive and commitment ✓ Shows awareness of own strengths and weaknesses ✓ Asks for feedback from colleagues and stakeholders ✓ Makes the most of opportunities to learn and apply new skills
Display Resilience and Adaptability <i>Express own views, persevere through challenges, and be flexible and willing to change</i>	✓ Adapts quickly to changed priorities and organisational settings ✓ Welcomes new ideas and ways of working ✓ Stays calm and focused in difficult situations ✓ Perseveres through challenges ✓ Offers own opinion and raises challenging issues
Act with Integrity <i>Be honest, ethical and professional, and prepared to speak up for what is right</i>	✓ 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 <i>Take responsibility for own actions, commit to safety, and act in line with legislation and policy</i>	✓ 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

2. Relationships

Communicate & Engage <i>Communicate clearly and respectfully, listen, and encourage input from others</i>	✓ Focuses on key points and communicates in 'Plain English' ✓ Clearly explains and presents ideas and technical information ✓ Monitors own and others' non-verbal cues and adapts where necessary ✓ Listens to others when they are speaking and asks appropriate, respectful questions ✓ Shows sensitivity in adapting communication content and style for diverse audiences
Community & Customer Focus <i>Commit to delivering customer and community focused services in line with strategic objectives</i>	✓ 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 <i>Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity</i>	✓ 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 others' workloads and challenges when asking for input and contributions
Influence & Negotiate <i>Persuade and gain commitment from others, and resolve issues and conflicts</i>	✓ Builds a network of work contacts across the organisation ✓ Approaches negotiations in the spirit of cooperation ✓ Puts forward a valid argument using facts, knowledge and experience ✓ Asks questions to understand others' interests, needs and concerns ✓ Works with others to generate options that address the main needs and concerns of all parties

Position Title

3. Results

Plan & Prioritise <i>Plan and organise work in line with organisational goals, and adjust to changing priorities</i>	✓ Participates constructively in unit planning and goal setting ✓ Helps plan and allocate work tasks in line with team/project objectives ✓ Checks progress against schedules ✓ Identifies and escalates issues impacting on ability to meet schedules ✓ Provides feedback to inform future planning and work schedules
Think & Solve Problems <i>Think, analyse and consider the broader context to develop practical solutions</i>	✓ Gathers and investigates information from a variety of sources ✓ Questions basic inconsistencies or gaps in information and raises to appropriate level ✓ Asks questions to get to the heart of the issue and define the problem clearly ✓ Analyses numerical data and other information and draws conclusions based on evidence ✓ Works with others to assess options and identify appropriate solutions
Create & Innovate <i>Encourage and suggest new ideas and show commitment to improving services and ways of working</i>	✓ Researches developments and trends in the industry ✓ Thinks about issues and opportunities from different viewpoints ✓ Links together unrelated ideas or events to generate insights ✓ Identifies improvements to work systems, processes and practices
Deliver Results <i>Achieve results through efficient use of resources and a commitment to quality outcomes</i>	✓ Takes the initiative to progress own and team work 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

4. Resources

Finance <i>Be a responsible custodian of council funds and apply processes in line with legislation and policy</i>	✓ Presents basic financial information clearly and in an appropriate format ✓ Uses funds and records financial transactions in line with financial audit and reporting obligations ✓ Makes expenditure decisions within budget limits ✓ Uses financial and other resources responsibly and helps others understand their obligations to do so
Assets & Tools <i>Use, allocate and maintain work tools appropriately and manage community assets responsibly</i>	✓ Uses a variety of work tools and resources to enhance work products and expand own skill set ✓ Ensures others understand their obligations to use and maintain work tools and equipment appropriately ✓ Contributes to the allocation of work tools and resources to optimise team outcomes
Technology & Information <i>Use technology and information to maximise efficiency and effectiveness</i>	✓ Shows confidence in using core office software and other computer applications ✓ Makes effective use of records, information and knowledge management systems ✓ Supports the introduction of new technologies to improve efficiency and effectiveness
Procurement & Contracts <i>Understand and apply procurement processes to ensure effective purchasing and contract performance</i>	✓ Helps others understand and comply with basic ordering, receipting and payment processes ✓ Contributes to the identification of business requirements, deliverables and expectations of suppliers ✓ Provides objective input to evaluation processes for proposals and tenders ✓ Works with suppliers and contractors to ensure that goods and services meet time and quality requirements