


<div data-bbox="319 224 542 448" style="background-color: #0070C0; color: white; border-radius: 50%; width: 140px; height: 100px; display: flex; align-items: center; justify-content: center; margin-bottom: 20px;"> Role Title </div> <div data-bbox="343 481 518 649" style="background-color: #A6C9E0; border-radius: 50%; width: 110px; height: 75px; display: flex; align-items: center; justify-content: center;"> Group </div> <div data-bbox="231 1758 375 1870" style="text-align: center;">  </div> <div data-bbox="199 1870 399 1899" style="font-size: 10px;"> <p>Clarence... a brighter place</p> </div>	Role Title	Depot Support Officer Role Description	
		Operations Group	
	Incumbent	Vacant	
		SIGNATURE:	
		DATE:	
	Manager	Peter Donato	
		SIGNATURE:	
		DATE:	
	Chief Executive Officer	Ian Nelson	
		SIGNATURE:	
		DATE:	

	Development Date	
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Operations Group Objectives

To achieve the competitive provision of services associated with the construction, maintenance, day to day operation and renewal of physical infrastructure assets, recreational and other community assets consistent with sound environmental principles which meet the affordable needs of the community as expressed in the Annual Operating Plan.

Essential Duties and Responsibilities

Depot Support Officers are accountable for a varying percentage of the tasks outlined below on a rotational basis, ensuring flexibility across the Group, achievement of workload priorities and multi-skilling opportunities for staff.

Supporting the efficient operations of the Group in accordance with operational policies and procedures, including:

- providing general administrative support within the Group
- providing prompt, courteous and corporate advice in relation to the duties of the position and those of the Group
- providing direct support of operational practices; including:
 - reconciling job sheets and timesheets
 - data entry and maintenance of Council's request system in accordance with established procedures
 - assisting in the production of Traffic Management Plans
 - maintaining work health and safety records in relation to work permits, traffic management plans, workplace inspections and audits
- operating the Depot Store including:
 - maintaining stock levels to ensure stock availability at a cost-effective level
 - ensuring the stock database is accurate
- undertaking administrative and financial tasks in regard to purchasing and supply functions
- supporting the efficient operations of the Depot Small Plant Store
- assisting in reporting on the financial and physical progress of the Group's budget
- undertaking administration processes in regard to the recording and management of Council assets
- contributing to the development of work health and safety systems and practices at an operational level

The essential duties and responsibilities of the role are outlined above, however a worker may be directed to carry out such duties and tasks as are within the limits of the worker's skill, competence and training.

Compliance Obligations

All Workers must:

- comply with all reasonable and lawful directions
- take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace
- comply with policies and procedures as amended from time to time (policies and procedures are not incorporated into the contract of employment), including but not limited to Council's:
 - Customer Service Framework and Charter
 - Procurement Policy and Code for Tenders and Contracts
 - Fraud Policy
 - Workplace Behaviour and Code of Conduct Policies
 - Work Health and Safety Policy and Procedures
- perform all duties to the best of their ability at all times

Authority and Delegations

The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

Organisational Relationship

The Depot Support Officer is a member of the Asset Management Group and is responsible to the Operations Manager..

Salary

The salary range for this position is Pay Point 10 to 15.

Selection Criteria

Essential

- Demonstrable understanding of office procedures and practices.
- Qualifications and/or experience in finance and purchasing.
- Understanding of budgetary and costing controls.
- Commitment to high level customer services delivery.
- Ability to work with computers and exposure to MS Office and Asset Management software.
- Well-developed oral and interpersonal communication skills.
- Initiative, resourcefulness and the ability to solve problems under general guidance.
- Strong time management and organisational skills.
- An ability to work effectively in a team environment and contribute toward team outcomes.

Screening Checks

Appointment will be conditional upon a satisfactory:

- National Police Check YES / NO
- Working with Vulnerable People Check YES / NO
- Medical Check YES / NO
 - Sitting posture for prolonged periods.
 - Lifting and carrying office equipment (about 15kgs).
 - Operating computers.
 - Driving (passenger vehicles).
 - Squatting and kneeling.