



**CORPORATE SERVICES
SUPPORT OFFICER
POSITION DESCRIPTION**

CMA PD 098

"Informed and active communities balancing the use of resources to generate wealth, with the protection and enhancement of our natural and cultural landscapes".

Position Title	Corporate Services Support Officer		
Team	Corporate Services		
Location	Mildura		
Position Tenure	Temporary 12 months		
Time Fraction	Up to 1.0 FTE	Job Share Arrangement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Classification	Band 6-7	Salary Range	
Delegation	<input type="checkbox"/> Financial <input type="checkbox"/> Human Resources <input checked="" type="checkbox"/> Not Applicable		
Supervises	Nil		

Position Purpose

The purpose of this position is to provide professional and high-level administrative support to the Corporate Services Unit (CSU).

This position will be required to support a range of areas including, committee administration, human resources, document control, compliance reporting, technology optimisation and finance processes.

This role will also support the Chief Finance Officer (CFO) with mapping current processes across the Corporate Services Unit, identifying areas for improvement and modernisation, and supporting implementation whilst maintaining internal controls and compliance.

The role contributes to achieving Mallee Catchment Management Authority Business Objective 3 to strengthen our capacity to operate as a corporately and socially responsible organisation.

Responsibilities

- Coordinate effective meetings, ensuring a consistent approach to the preparation of agendas, minutes, meeting notifications, document availability and records management as identified in committee Terms of Reference for Operational Management Committee (OMC), Safety & Consultative Committee (SCC), Audit and Risk Committee (ARC), Leading the Way and Gender Equality Subcommittee.
 - Providing confidential minute taking and distribution and coordinating follow up actions.
 - Sending reminders, arranging catering, attendance monitoring and records management
 - Booking rooms and setting up equipment such as teleconferencing and data projector
 - Maintaining records systems for recording and storing information
 - Preparing correspondence, briefing papers and reports
 - Provide backfill committee support to various internal committees
 - Support ISO quality management practices, ensuring controlled documents are maintained and updated accurately in accordance with the controlled documents process

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- Support the HR function with co-ordinating administrative tasks, including, completion of forms, data entry, records management and filing
- Contribute to the development and/or assist with the review of existing forms, policies, procedures and guidance notes
- Provide administration support to various human resource projects and optimisations
- Assist with compliance reporting, including the collation and analysis of various data
- Assist with automating various business processes within the Corporate Services Unit by eliminating duplication and manual processes to achieve efficiency savings:
 - Work with project teams across the unit and assist with the planning and implementation of Office 365 and SharePoint
 - Identify duplication, inefficiency & opportunities for improvement or technology optimisation, whilst maintaining internal controls & compliance
 - Engage with key stakeholders to ensure requirements are clearly documented, understood, communicated and planned
 - Review and update business process documentation and training materials as required, including training end users on new systems.
 - Data cleansing to ensure data integrity
 - Ensure consistent delivery of end-to-end business processes
- Undertake a range of other administration support tasks as required

Key Relationships
Chief Finance Officer (Manager)
Human Resource Coordinator (Supervisor)
Corporate Services Staff (Admin Support)
Managers (Service Delivery)
Committee Members (Governance, Secretarial Support)

Core Capability/Sub Capability	Capability Level Descriptor
Corporate Governance <ul style="list-style-type: none"> • Knowledge of ISO Practices L2 • Quality and Risk Management L1 • Legislation and compliance L1 • Financial Management L1 	<p>Advises others on the process and standards in implementing the ISO/QMS system and provides document control and compliance.</p> <p>Ensures work practices and document management comply with quality standards.</p> <p>Risks are identified and reported and contributes to the development of risk management actions.</p> <p>Recognises the formal structure/hierarchy of the organisation and ensures work practices comply with relevant policies and procedures.</p> <p>Understands financial management policy and practice and works within to achieve compliance.</p>
Professionalism <ul style="list-style-type: none"> • Time management L2 • Accountability L2 	<p>Manages time and maintains quality using tools effectively to assist with planning and organising even when faced with changing priorities.</p> <p>Takes responsibility for work outcomes and helps others to understand their roles and responsibilities.</p>

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Community and Stakeholder Engagement <ul style="list-style-type: none"> • Builds Trust L1 	<p>Respects the right for privacy and confidentiality of all interested parties in accordance with policy and legislation.</p>
Interpersonal Communication <ul style="list-style-type: none"> • Written Communication L2 • Verbal Communication L2 	<p>Prepares accurate documents and written communications including project publications, digital and print material, that incorporates content appropriate for the purpose and audience.</p> <p>Communicates clear, culturally appropriate, respectful and consistent messages to interested parties and other staff and listens to feedback.</p>
Continuous Improvement <ul style="list-style-type: none"> • Change management L1 • Technology and Systems L2 	<p>Maintains a positive approach to change and demonstrates flexibility and adaptability in relation to new and different ways of working.</p> <p>Supports the use of new technology and takes the opportunity to build new skills and identify opportunities to create efficiencies.</p>

Personal Attribute	Descriptor
Flexible	<p>Adapts to changing circumstances in the workplace</p> <p>Priorities work and addresses what is most important</p> <p>Takes advantage of new and emerging opportunities</p>
Self-disciplined	<p>Manages own time to achieve key outcomes</p> <p>Avoids distraction and diversions</p> <p>Is organised and methodical</p>

Licences, Qualifications, Certificates

Essential Requirements

- Tertiary qualification in a business-related discipline
- Driver's licence
- Police check

Position Specific Requirements

- 3+ years previous experience in an executive assistant support role or similar
- Advanced skills in Microsoft Office suite of programs (Office 365 and SharePoint)
- Outstanding written and verbal communication skills across a range of communication channels
- Exceptional organisation, prioritisation, and time management skills, coupled with a high capacity for managing multiple/changing priorities
- Excellent attention to detail with a high level of accuracy and a proactive approach to problem solving
- Professional and confidential approach and the ability to deal with sensitive information
- As part of the recruitment process you may be required to undergo pre-employment screening

Position Description Approved

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The details contained in this Position Description are an accurate statement.

As the incumbent, I have read and understand the responsibilities, capabilities and role requirements as detailed in this document.

Chief Executive Officer

_____/_____/_____
Date

Incumbent

_____/_____/_____
Date