



EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY POSITION DESCRIPTION

POSITION: Administration Assistant (Casual)

REPORTS TO:

POSITION OBJECTIVES

This role will provide administration support to all areas across the Authority, including the Programs Team to report on programs and projects, and the Finance Team to assist with data cleansing before moving to a new finance system.

KEY RESPONSIBILITIES

- Administration support for the Programs Teams
- Within capabilities, report on programs and projects conducted within the Programs Team
- General office duties including filing, photocopying and binding
- Data cleansing within financial system

INTER-PERSONAL SKILLS

- Ability to relate to people from all walks of life
- Ability to work collaboratively with Authority and government staff
- Ability to communicate effectively, both written and orally, and work cooperatively with all functions within the Authority

KNOWLEDGE AND SKILLS

- Intermediate computer skills, specifically using formulas in Excel (e.g. “if” statements, “look up” and “sumif”)
- Good written & verbal communication
- Good organisational skills
- Excellent time management
- High level of attention to detail
- Data entry skills
- An interest in natural resource management
- Ability to work as part of a team, as well as individually to meet set deadlines and be flexible in assigning priorities



EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY POSITION DESCRIPTION

JUDGEMENT AND DECISION MAKING

- there is a regular requirement for decision making in a short time frame with limited support

QUALIFICATIONS AND EXPERIENCE

- Computer savvy
- Intermediate MS Office experience
- GIS experience advantageous

ORGANISATIONAL RELATIONSHIPS

INTERNAL LIAISON

- All EGCMA managers and staff

EXTERNAL LIAISON

- Members of the public
- Contractors
- Government departments and agencies

VALUES

- The Authority adopts the values of the Victorian Public Services Commission to guide our behaviours and decision making. All staff have an important role to play in upholding the values and culture of the organisation.



EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY POSITION DESCRIPTION

ACCOUNTABILITY AND EXTENT OF AUTHORITY

AREAS OF ACCOUNTABILITY

Staffing

- No. of staff reporting directly: N/A

KEY SELECTION CRITERIA

- Ability to build and maintain positive relationships within the organisation, and with agency and government partners
- The ability to provide support services for the completion of projects including completion of action plans, budgets, submissions and reports
- Intermediate MS Excel skills, specifically using formulas (e.g. “if” statements, “look up” and “sumif”)
- Intermediate word processing skills, and knowledge and experience of computer applications, including GIS and database applications
- Ability to take initiative, provide support, and work as part of a team, or independently, to ensure tasks are completed and outcomes are achieved
- Ability to communicate effectively, both written and orally



EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY POSITION DESCRIPTION

Responsibilities Statement

The Responsibilities Statement is to ensure that all personnel are aware of their responsibilities to Occupational Health and Safety and the environment whilst at East Gippsland Catchment Management Authority.

Responsibilities of Management:

The Board of the East Gippsland Catchment Management Authority is responsible for providing an environment in which the level of risk of injury or disease is as low as possible. The Chief Executive Officer and management team will set policies and give direction for the effective management of Occupational Health and Safety within East Gippsland Catchment Management Authority and the broader community. It will allocate resources to reduce risk and provide a framework to enable all personnel to actively participate in controlling hazards. The Chief Executive Officer has overall responsibility for OH&S management.

Managers:

Managers, aside from their own personal responsibilities to OH&S at East Gippsland Catchment Management Authority will play a significant role in the approval and review of OH&S at an organisation wide level.

This will include:

1. Reviewing East Gippsland Catchment Management Authority's overall OH&S performance.
2. Reviewing serious accidents/incidents at East Gippsland Catchment Management Authority.
3. Ensuring East Gippsland Catchment Management Authority's compliance to the relevant OH&S legislation.
4. Facilitating the return to work of injured personnel in their area.
5. Being an active member of the OH&S Committee when required/requested.
6. The Chief Executive Officer will notify Worksafe where applicable of hearing tests or direct the audiometric company to do so.

This will be achieved by preparing reports and allocating the appropriate resources.



EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY POSITION DESCRIPTION

Supervisors:

Supervisor responsibilities relate to the development, implementation and monitoring of OH&S and rehabilitation programs, and to the provision of training all levels of personnel in the principals of OH&S. Supervisors will provide their personnel with the direct leadership and supervision they require.

This will include:

1. Ensuring that appropriate action is taken at East Gippsland Catchment Management Authority to implement the OH&S policy, procedures and legislative requirements.
2. Monitoring the OH&S performance within their area of responsibility.
3. Showing commitment to OH&S at East Gippsland Catchment Management Authority through participation in formal and informal discussions, OH&S training, return to work programs, hazard inspections, etc.
4. Reviewing/investigating all accidents/incidents in their area and if necessary preparing reports.
5. Reviewing any relevant OH&S related report.
6. Being an active member of the OH&S Committee where required.
7. Ensuring that personnel are consulted notified and supplied with all relevant OH&S information and changes.
8. Initiating actions to improve OH&S at East Gippsland Catchment Management Authority's.
9. Reviewing the OH&S performance of personnel.
10. Actively monitoring their area to identify hazards and then taking appropriate action to eliminate/control the hazards.
11. Ensuring all East Gippsland Catchment Management Authority personnel are inducted and receive appropriate training and equipment as needed to perform their jobs safely.
12. Supporting rehabilitation of injured workers.
13. Ensure personnel under their control follow established work instructions and work procedures.
14. Ensure contractors and site visitors in their area of responsibility observe the Company safety procedures and use the appropriate personal protective equipment.
15. Oversee the provision of First Aid facilities and ensure qualified First Aid personnel are available when required.

This will be achieved by preparing reports, consultation with management and personnel, inspecting work areas, sighting personnel at work and listing alternative duties.



EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY POSITION DESCRIPTION

East Gippsland Catchment Management Authority Personnel:

East Gippsland Catchment Management Authority personnel's responsibilities involve co-operation with management to ensure that all OH&S policies, procedures and legislation's are followed and that any injured workers returning to work are welcomed and supported.

Specific responsibilities of employees will include:

1. Following safe work procedures at all times to prevent injury to themselves or others.
2. Reporting any accidents/incidents/hazards to their supervisor immediately.
3. Supporting East Gippsland Catchment Management Authority OH&S Management system.
4. Actively participate in any return to work programs.
5. Actively participate in any training required to improve skills and knowledge.
6. Working with due care and consideration to safeguard their own health and safety and the health and safety of others.
7. Comply with all safe work practices and procedures set in place by Management.
8. Use equipment that is issued for personal protection and ensure that it is maintained in proper order.
9. Co-operate with any rehabilitation program that is arranged to assist recovery from injury for themselves or fellow workers.

This will be achieved by participating in the training provided safety meetings and by reading the Safety Notices and Safety Committee Minutes.

Contractors:

East Gippsland Catchment Management Authority will ensure all contractors receive written copies of all relevant OH&S information before commencing work. Contractors are expected to take on the same responsibilities as East Gippsland Catchment Management Authority personnel when working on East Gippsland Catchment Management Authority property/operations.