

POSITION DESCRIPTION



Date: 5 February 2026

1. Position Identification

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|-------------------------|--------------------------------|---------------|---|-------------------|--|
| Title: | Works Administration Officer | | | | |
| Position Number: | PE.RE.45 | Level: | 7 | Agreement: | Shire of Exmouth Industrial Agreement 2025 |
| Department: | Operational and Infrastructure | | | | |
| Section: | Engineering Services | | | | |
| Location: | Exmouth, Western Australia | | | | |

2. Reporting Relationships

| | |
|------------------------------|---------------|
| Reports to: | Manager Works |
| No of Direct Reports: | Nil |

3. Value Statement

Embrace and promote the values of integrity, accountability, respect and innovation.

- **Integrity**
We act with care and diligence - making decisions that are honest, impartial, timely and based on all relevant information.
- **Accountability**
We use Shire resources in a responsible and accountable manner that ensures the efficient, effective and appropriate use of resources and information.
- **Respect**
We treat people with dignity, fairness and recognise their interests and rights.
- **Innovation**
We strive for continuous improvement, embrace change and challenge the status quo.

4. Role Purpose

Reporting to the Manager Works, the Works Administration Officer provides a range of high-level administration and support services to meet the needs of the Operations portfolio. The Works Administration Officer is responsible for the procurement of goods and services within the delegation authority to ensure that Council operations are maintained to a high level.

5. Key Objectives

- The Works Administration Officer provides a high level confidential administrative and secretarial support to relevant Officers within the Operations portfolio.
- Develop and maintain procedures to ensure Operations portfolio's tasks are carried out in accordance with policies and regulations.
- Administrative management and coordination of reporting requirements involving grants and relevant authority regulatory reporting.
- Administration of the department's stores, purchases and accounts payable.
- Ensure that procurement practices are in accordance with policy and procedures.

6. Key Responsibilities

Administration

- Provide high level administrative assistance to the Manager Works and Operational and Infrastructure Services team within the Engineering portfolio.
- Administer in consultation with the relevant Officer the Shire of Exmouth's Road to Recovery program annually and coordinate timely response to submit the annual report and acquittals.
- Coordinate logistics in relation to the registration, travel and accommodation to conferences and training seminars for staff.
- Order in accordance with Council Policy, Operations staff uniforms & work-safe wear and monitor allowances & expenditure in liaison with Finance Department.
- Undertake the responsibilities for the administration of tenders released through the Operations portfolio, ensuring that all statutory and regulatory requirements are adhered to. Prepare and administer all tender documents, maintain template documents and maintain the tender register.
- To Implement and maintain departmental office systems including but not limited to:
 - Manage the filing, storage and the security of documents.
 - Operate and maintain function of office equipment.
 - Manage office space.
 - Assist with preparation and advertising on contract documents.
 - Assist with the Depot enquiries, ensuring good public relations by providing prompt and efficient service.
 - Manage Federal and State grant submissions, compliance and reporting schedules.
 - Manage newspaper advertisements, Public Notices and monthly Shire newsletter.

Procurement and Accounts Payable

Coordinate the administration of the Operations procurement practices to ensure full compliance including but not limited to:

- Investigate supply sources, call quotations and provide relevant information to various officers to assist the negotiation for purchase and supply of materials and services.
- Prepare purchase orders in accordance with approved procurement practices.
- Ensure suppliers maintain compliance with delivery specifications.
- Maintain accurate records of all stores, material and equipment held including provision for stock take and periodic audit.
- Collate all purchases ordered through the store as accounts payable and allocate job numbers
- Purchase, monitor and record fuel supply and usage for Council's plant and vehicle fleet manage all other stock requirements.

Other

Other duties as requested.

7. Risk Management and Workplace Health and Safety

Participate, contribute and demonstrate personal commitment to safe practice and environmental awareness that is compliant with Duty of Care requirements under the Work Health and Safety Act 2020 and relevant regulations and guidance notes.

Identify potential hazards and take appropriate action in accordance with policies and procedures.

8. Qualifications and Work Experience

Mandatory Requirements

- Hold a current national "C" class driver's licence.
- Valid Australian Work Rights.

Essential

- Relevant demonstrated experience in Local Government administrative functions.
- Well-developed written and verbal communication skills with relevant experience in report writing.
- Demonstrated high-level problem-solving skills with strong analytical ability.
- Advanced computer skills within a variety of programs including Word, Excel and Outlook.
- Highly organized with the ability to prioritise and manage multiple tasks simultaneously.
- Ability to demonstrate and support the values of the Shire of Exmouth.

Desirable

- Qualification in Business Administration.

Note: The requirements and responsibilities in this position description are a general guide only and are not all inclusive. The Position Description may be reviewed at any time based on operational requirements.