



# TORRES STRAIT ISLAND REGIONAL COUNCIL

## POSITION DESCRIPTION

<b>Title:</b>	<b>Administration Officer - Fuel &amp; Fleet</b>
<b>Instrument:</b>	<i>Torres Strait Island Regional Council Certified Agreement 2021</i>
<b>Stream:</b>	(Stream A) Division 2: Section 1 - Administrative, Technical, Community Service, Supervisory and Managerial (other than Indigenous Councils) (Level 2, Wage Level 6-8) \$55,650 - \$58,756 per annum
<b>Status:</b>	Fixed Term, Full Time (3 years)
<b>Department:</b>	Corporate Services (Fuel & Fleet)
<b>Reports to:</b>	Manager Fuel & Fleet
<b>Location:</b>	Any TSIRC Division or Office

### WHAT YOU NEED TO KNOW ABOUT APPLYING FOR THE POSITION

#### ***Applications close Friday, 3 May 2024***

To apply for this role: Please apply directly to: <http://www.tsirc.qld.gov.au/> and click "Work for Us" and then "Vacancies". Click on the interested position and follow the prompts.

Please submit:

- *A cover letter no more than two (2) pages and an updated resume.*
- *Address in your cover letter how your knowledge, skills, experience, personal attributes and qualifications are most relevant to the position.*

*Applicants who do not address these requirements will not be considered for shortlisting.*

## KEY RESPONSIBILITIES

- Provide administrative and liaison input into Fuel and Fleet equipment and methodologies.
- Liaise with all Fuel inventory requests to produce detailed documentation and control in accordance with Council purchasing policy and relevant legislation and report on any related discrepancies.
- In conjunction with Council's Engineering and Administration staff, co-ordinate Council's Fuel and Fleet function. This ensures repairs, maintenance, sourcing and relocation of plant and all fuel and fleet is efficiently and effectively organised.
- Collect data from TSIRC Divisions about Fuel and Fleet that will assist with the forward planning and preparation of all Fuel and Fleet related budget submissions.
- Undertake work considering occupational health and safety, environmental and quality assurance principles as well as financial considerations in the supplier decision making process.
- Assist with and respond to queries from employees about fuel and fleet operations to encourage safe, effective and efficient practices are used.

## KEY TASKS

- Ensure records in respect of purchasing and disposal of Fuel acquisition and storage and Capital acquisitions are fully maintained in accordance with Council policy.
- Determine supply sources and provide relevant information to Manager Fuel and Fleet to assist the negotiation for purchase and supply of goods and services.
- Prepare and input Fuel related purchase orders in accordance with purchasing and approval procedures in an accurate and timely manner.
- Ensure appropriate coding of all purchase requisitions.
- Monitor outstanding purchase orders on a weekly basis.
- Source and gain quotes on requested items when required.
- Assist in Fuel and Fleet queries/complaints from suppliers including divisions and Councils departments.
- Effective daily communication with the Manager Fuel and Fleet and Council staff to track, record and achieve efficient services within the Council area of operation.
- In collaboration with the Manager Fuel and Fleet, and Fuel and Fleet designated contractor/s assist with the development of supply maintenance schedules to ensure TSIRC's Fuel equipment receives efficient and timely repairs and maintenance.
- Assist with the collation, development, maintenance and reporting of monthly data to Manager Fuel and Fleet, for Council's reports.
  - Fuel and Fleet, Portable and Attractive plant asset register
  - Divisional report encompassing plant utilisation, downtime, age, and plant hire.
- Maintain an up-to-date photo library of Fuel and Fleet asset conditions
- Ensure all relevant fleet and plant information is captured within Council's business systems (Tech One and ECM)

### General

- Participate in special projects and perform any other duties as required.
- Comply with TSIRC health and safety policies and procedures.
- Ensure safe work practices and a safe work environment is maintained at all times.

- Model a positive culture by living the organisational values through actions and behaviours.
- Maintain and/or extend knowledge and skill base required for effective performance.
- Maintain productive working relationships and provide team support.
- Participate in own performance review and identify learning/development needs.
- Negotiate with line manager to complete appropriate education and training.

## **SKILLS / QUALIFICATIONS**

### **Essential**

- Minimum of a Certificate II in Business Administration, or at least two years' experience in business administration or a related field.
- Well-developed written communication skills and technical skill with computer systems.
- A current (open and unrestricted) Queensland Driver's Licence.

### **Desirable**

- A comprehensive knowledge and understanding of languages specific to the Torres Strait including: Meriam Mer, Kala Lagaw Ya, and Creole would be highly desirable.

## OTHER CONDITIONS / REQUIREMENTS

Occasional travel to the Torres Strait Islands is a requirement of this position.

The preferred applicant may be required to apply for a National Police Certificate before appointment.

TSIRC employees may be required to have immunisations as a control measure against infectious disease if there is a requirement to travel.

The employee shall comply with relevant WHS legislation, Codes of Practice and Council's Workplace Health and Safety Management System.

Where the health and safety requirements of your duties are identified as high risk those tasks will be allocated according to your capability & level of training.

The position may involve and is not limited to the following physical capabilities: a) possible use of handheld power tools, b) lifting, c) kneeling, d) sitting, e) squatting, f) bending, g) reaching, h) repetitive movements and i) exposure to working at heights and confined spaces.

The position involves working in temperature extremes and exposure to outdoor elements whilst conducting field work, audits, etc.

The employee is expected to carry out their duties in accordance with the relevant legislation and Council policies including but not limited to:

- a. workplace health and safety
- b. anti-discrimination
- c. equal employment opportunity
- d. confidentiality
- e. local government principles
- f. Ailan Kastom
- g. The Council visions and values listed on the next page

## OUR VISION & VALUES

“ For our Community and Council to be Autonomous, Prosperous and Sustainable ”

Value & Value Statement	Desired Behaviours
 <p><b>ONE</b> We are <b>one team</b> who achieves <b>together</b>.</p>	<ul style="list-style-type: none"> <li>• We show care for people and look out for each other.</li> <li>• We speak up and support others to be safe and healthy.</li> <li>• We respectfully address behaviours that conflict with Council's values.</li> <li>• We create positive unity within our organisation, our communities and our region.</li> </ul>
 <p><b>RESPECT</b> We have <b>respect</b> for each other and the <b>communities</b> we serve.</p>	<ul style="list-style-type: none"> <li>• We respect and recognise Ailan Kastom.</li> <li>• We are open and collaborative, valuing clear community engagement.</li> <li>• We recognise and respect diversity, individual needs, experience and strengths.</li> </ul>
 <p><b>ACCOUNTABILITY</b> We are <b>accountable</b> and responsive to our <b>communities</b>.</p>	<ul style="list-style-type: none"> <li>• We take pride in our work and pursue a standard of service excellence, doing more with less.</li> <li>• We consistently strive for transparency and good governance to the benefit of public interest.</li> <li>• We are reliable, honest and ethical in all we do.</li> </ul>
 <p><b>COURAGE</b> We are <b>courageous</b> leaders, who think <b>innovatively</b>.</p>	<ul style="list-style-type: none"> <li>• We encourage, value and reward creative thinking.</li> <li>• We respect and explore different ideas and perspectives.</li> <li>• We embrace change and actively promote Council's vision.</li> </ul>
 <p><b>RESILIENCE</b> We are builders of a <b>sustainable</b> and <b>resilient</b> region.</p>	<ul style="list-style-type: none"> <li>• We actively seek opportunities to continuously improve and bring growth to our region.</li> <li>• We think globally, act regionally.</li> <li>• We empower our people and communities; embracing local opportunity and participation.</li> </ul>