



Administration Officer

Permanent Part Time (20 Hrs Week - hours negotiable)

Work from Home (prefer Brisbane/Sunshine Coast based)

\$27 - \$30 per hour + allowances + super

Interested? If you tick most of the boxes below you could apply to join our team.

- Proven ability to prioritise tasks;
- A brilliant time manager and great at meeting deadlines at short notice;
- Love busy days and managing multiple tasks;
- Love solving problems;
- Experience in HR administration support, WHS compliance and/or quality assurance;
- An advanced user of MS Office, database applications, Publisher, and Xero;
- Extremely self-motivated;
- A quick learner;
- Want a job that supports a work life balance; and
- Hold a valid Queensland Drivers Licence.

Join the SHEPHERD Team

SHEPHERD is offering an exciting opportunity to join our corporate services team.

You will be joining a highly motivated and experienced team of Asset Management, GIS and Project Management specialists who work with local councils across Australia.

As well as demonstrating technical competence, the successful applicant will reflect SHEPHERD's values of respect, teamwork, positivity, excellence, innovation, and work life balance.

Minimum 5 years' experience in a fast-paced and diverse administrative role necessary. Demonstrated ability to work unsupervised is a must. Relevant qualifications in administration or business are highly desirable. Class C drivers licence required.

Full Position Description available on our [website](#).

Excited? Send us your covering letter and CV by COB Friday 30 July to apply.

In your covering letter, please address the following:

GPO Box 422 Brisbane Q 4001

P: (07) 4911 2716

E: info@shepherdservices.com.au

shepherdservices.com.au



- Why are you interested in the role?
- The top 5 things you have to offer the role?
- The Microsoft Office products are you experienced in?
- When could you start?

Position Description

Position Title	Administration Support Officer – Compliance		
Position Tenure	Permanent Part time	Reports To	Finance & Compliance Manager
Last Updated	July 2021	Base Location	Negotiable

Section 1: Organisation Summary

For over 20 years Shepherd Services Pty Ltd have assisted Local Governments across Australia by offering integrated and specialist products and services across 8 key areas. These include Asset Management Services, GIS, Road Asset Condition Assessment (RACAS), Valuations, Roads Maintenance Management Systems, Project Management Services, Flood Restoration, and a variety of training services.

Section 2: Position Summary

The Administrative Officer (Compliance) is an important position designed to support and enable the work of others in the Shepherd team. The role also has responsibilities supporting areas of Governance, WHS, Quality, project delivery administration/financial administration as required.

Section 3: Key Working Relationships

Internal	External
Company Directors	Clients/customers
Finance & Compliance Manager	Local Government project partners
Shepherd Staff	Contractors & Consultants

Section 4: Key Result Areas

Area	Behavioural Descriptors	KPI
Financial administration support	Assist Finance & Compliance Manager to complete routine financial tasks	Schedules are kept Data is accurate Activities are completed as per policy and procedure
People Management administration support	<p>Assist with routine recruiting activities</p> <p>Track Shepherd's on/off boarding processes through to completion</p> <p>Complete allocated tasks within that process.</p> <p>Partner with employees to maintain licenses, memberships and/or certification records are current and complete</p>	<p>Activities are completed on time</p> <p>Outcomes processed in accordance with company policy and procedure</p> <p>Staff equipped, informed, and enabled to perform duties at commencement</p> <p>Shepherd's equipment / property returned; licenses / profiles decommissioned; replacement contacts established</p> <p>Compliance for tenders and/or registrations achieved</p> <p>Information is accessible</p>
Employee Training & Development	<p>Partner with Finance & Compliance Manager to maintain Shepherd's Training & Development Register</p> <p>Monitor training & development activities</p> <p>Assist operational management teams to develop essential training courses</p> <p>Assist operational management</p>	<p>Records are current/accurate, reports are produced on time and in required format</p> <p>Schedules are kept</p> <p>Evidence is captured and outcomes processed</p> <p>Training & Development calendar is updated</p> <p>Role competency complies with company objectives</p> <p>Individuals are informed and</p>



	teams to implement individual employee development programs	schedules are met, outcomes are recorded and processed, reports are produced on time and in required formats as required
Compliance	<p>Track WHS/accident incidents through to close-out</p> <p>Provide administration support to Integrated Management Team</p> <p>Assist Finance & Reporting Manager to complete internal audit schedules / prepare for external audits</p>	<p>Incident records complete and schedules kept</p> <p>Incident closed in a timely manner</p> <p>Legislated / project compliance achieved</p> <p>Communication is effective</p> <p>Schedules are kept</p> <p>Records are managed appropriately</p> <p>Audit activities are completed on time and in line with policy and process</p>
General Administration	<p>Assist with document publishing and distribution</p> <p>Assist Finance & Compliance Manager to monitor standard processes</p> <p>Routine reporting</p>	<p>Calendars maintained and schedules met</p> <p>Documents distributed in a timely manner and in required formats</p> <p>Locked (control) document content integrity is assured</p> <p>Process integrity maintained, evidenced and recorded</p> <p>Reports are created and formatted according to branding parameters</p> <p>Reporting schedules are maintained</p>
	Administrative support –	Improved practices are



	operational management teams	evidenced Better records management processes are achieved Communications are improved Schedules coordinated and outcomes captured
Capture billable hours	Accurately record billable hours Ensure system to capture is clear, accurate and efficient	All billable hours captured All time allocated to projects is captured, is accurate and is efficient Billable targets met
Attend all staff meetings and workshops at the request of Directors	Make regular positive contributions	Meeting /workshops attended Positive participation is evident
Ensure availability to attend and present / support Shepherd, as requested, at industry events	Liaise with Directors regarding scheduling	Assist with highlighting Shepherd products and projects successfully made and additional support given at events
Maintain strong accountability when working alone	Teams' status bar is updated	Whereabouts and availability are always communicated across the staff group
Lead strongly	Is available, responsive, and accountable. Models the Code of Conduct and Values and empower others to do the same.	Evidence of leading by example is apparent Evidence of being available, responsive, and accountable is apparent Behaviour aligns with the Shepherd Code of Conduct and Values
Put safety first on all occasions	Take active steps to ensure personal safety and the safety of others. Records incidences and near misses in a timely way.	It is evident that all actions are undertaken with safety in mind Guidelines/policies and procedures followed and championed

Qualifications / Skills / Experience Essential to The Role

- A Certificate IV in Business Administration or Frontline Management is desirable.
- **Minimum 5 years' experience** in a busy administrative role, supporting finance and compliance practices.
- Practical experience with ISO 9001:2015 Quality Management systems is preferred.
- Advanced skills in Microsoft Office (Word, Excel, Outlook, PowerPoint, Publisher) & Xero.
- Experience working unsupervised and/or from home.
- Ability to manage tasks/projects - planning, scheduling, reporting and delivery within agreed timeframes.
- Experience working in Local Government or in a similar environment.
- Ability to work collaboratively with people from operational to management levels.
- Exceptional communication skills.
- Valid class C **drivers'** licence.

Note:

It is likely you will be asked to undertake general administrative tasks not listed in this document, in the normal day to day performance of your duties, as required by business activity and demand.

END