



POSITION DESCRIPTION

Business Enterprise Assistant

Position Title	Business Enterprise Assistant
Position Number	2020
Directorate	Corporate Services
Reports To	Director of Corporate Services
Award Level	3-5

Position Objective

The primary purpose of the role is to review and report on the financial operations of core business functions of Council which includes but is not limited to; saleyards, airport, and land. The role will assist the Director Corporate Services by providing regular analysis of each business unit. The Business Enterprise Assistant also provides administration and customer service support to the Corporate Services Team and Council as a whole.

Key Responsibilities

The following outlines the key responsibilities of the position, but is not all encompassing:

- Assist the Director Corporate Services to carry out planning for particular projects and business activities;
- Assist the Director Corporate Services to identify new Council business opportunities in accordance with Council's goals and objectives;
- Ensure improvements and expansion of all Council business units are cost effective, sustainable and deliver the level of service required to meet the needs of the community;
- Liaise with Council's Media and Public Relations Officer to ensure that Council's business units and activities are effectively promoted through effective management of media and public relations matters;
- Exercise a high level of interpersonal skills in dealing with the public and other organisations;
- Assist the Financial team in compiling the Annual Budget and End of Month financial reports;
- Provide support to Council's administrative functions which is, but not limited to the following;
 - Reception
 - Payroll
 - Creditors
 - Rates
 - Job Costing
 - General administration duties
- Other duties as reasonably requested within the scope of the position.

Key Attributes and Experience

- Demonstrated experience in Business Administration; book keeping or related fields;
- Possess excellent organisational and analytical skills and the demonstrated ability to achieve results in line with set goals and expectations;
- Excellent customer service skills with the ability to provide accurate timely advice in a helpful and supportive manner to both internal and external stakeholders;
- Possess the ability to work across a number of functions within Council;
- Possess a high level of interpersonal, written and verbal communication skills to the extent required to communicate with persons with varying levels of education and understanding;
- Demonstrated time management skills including the ability to set project priorities and establish activity / project outcomes to achieve set and agreed departmental goals;
- Possess demonstrated ability to work in a team environment and actively participate as a team member of the Department to ensure a cohesive approach to achieving team and corporate objectives.
- Understanding of local community needs and how Council can meet these needs;
- Possess a business / administrative background;
- Working knowledge of government operations, structure and services, programs, policies;
- Sound understanding of Workplace Health & Safety practices.

Qualifications

- Possess unrestricted “C” class Driver’s Licence
- Possess formal qualifications in Business Administration, Finance or related field is highly desirable.
- Have previous experience in Local Government, Public sector or similar entity.

Workplace Health and Safety Obligations for Employees and Officers

All Cloncurry Shire Council employees have an obligation to uphold workplace health and safety when working for the Council. Under Section 28 of the Work Health and Safety Act 2011 (“Act”) an employee shall:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above. Additionally, any specific workplace health and safety issues that pertain to the type of work being performed including due diligence as outlined under section 27 of the Act.



Remuneration Schedule

Business Enterprise Assistant

REMUNERATION SCHEDULE – SALARY AND CONDITIONS

Business Enterprise Assistant

This schedule commences from _____ and remains in force unless varied in accordance with the provisions of the contract, Certified Agreement, Award or by agreement in writing between the employee and Council.

The remuneration package will be inclusive of the following: -

1. Commencement salary shall be ranged between \$59,057.96 and \$ 63,571.04 per annum between 3/1 and 4/1 of the Certified Agreement 2015.
2. Remote Area Housing Assistance allowance paid in addition to the salary as per the Certified Agreement (currently \$30 per week).
3. Five (5) weeks annual leave per annum (plus 17.5% leave loading) subject to sufficient accrual of entitlement and generally becomes available after 12 months service as per the Certified Agreement.
4. Provision for a Rostered Day Off (RDO) per month, subject to sufficient accrual of entitlement. Accrued RDO's at any one time should not exceed five (5) days.
5. Ordinary hours of work are 36.25 hours per week (38.15 hours less 1.9 hours towards a monthly RDO) Monday to Friday, with 20 minutes paid morning tea break and 50 minutes unpaid lunch break.
6. Council shall make compulsory superannuation contributions on the employee's behalf to the Local Government Superannuation Scheme in accordance with the requirements of the Local Government Act 2009. The current rate is 9.5% of ordinary earnings. The employee shall be liable to make minimum superannuation contributions of 6% of ordinary earnings and Council will further increase the employer contribution by 2.5% of ordinary earnings. Employee contributions are voluntary at commencement but become compulsory after 12 months or continuing employment in a relevant Local Government body. Salary sacrifice options are available for employee and/or additional employee contributions and subject to conditions set down by the Australian Tax Office.
7. Uniforms and protective clothing are to be provided in accordance with the Certified Agreement and relevant Council policies.
8. Other conditions as per Council's Certified Agreement 2015 and the Queensland Local Government Industry Award State - 2017.