



Position Description

Position Details

Position Title	Administration Officer (Corporate)
Classification / Level	Level 3
Award / Agreement	Local Government Officers' (Western Australia) Award 2021
Employment Type	Full Time
Directorate	Office of the Deputy CEO
Business Unit	Administration and Property

Reporting relationships

Supervisor	Senior Administration and Property Officer
This role supervises (FTE)	0
Positions responsible for	Nil

Key work description

- To convey a helpful, professional and efficient impression of the Shire and its operations.
- To provide an efficient and friendly customer service to transport licensing customers on behalf of the Department of Transport and Major Projects.
- To provide clerical, receipting and administrative support in the operation of the local government.
- Maintain quality records management functions to comply with statutory and legislative requirements.
- To promote a culture of excellent customer services.
- Provide complete confidentiality and privacy at all times.

Work description

Administration

- Provide a professional and efficient first point of contact for telephone, email, and front counter enquiries from residents, ratepayers, contractors and visitors.
- Process daily receipts for transactions made through the Shire of Kent in an accurate and timely manner.
- Reconcile daily receipting, investigate discrepancies and ensure balancing is completed in accordance with established procedures.
- Administer dog and cat registrations in accordance with legal requirements, including processing renewals, transfers and new applications.
- Assist customers with general enquiries relating to Shire services, applications, permits, waste services, facility bookings and community information.
- Provide administrative support and secretarial services to the Shire Executive Leadership Team where needed.
- Any other reasonable duties as directed by the Executive Leadership Team within known skills, knowledge and capabilities.

Department of Transport licensing

- Process driver and vehicle transactions in accordance with Department of Transport and Major Projects procedures and legislative requirements.
- Maintain and update licensing records accurately within applicable systems, ensuring confidentiality and compliance with statutory requirements.
- Maintain adequate stock levels of number plates, forms, certificates and general stationery ensuring secure storage and accurate inventory control.

Records

- Maintain the Shire of Kent's records management systems.
- Maintain compliance of the Shire of Kent's Record Keeping Plan, policies, procedures, guidelines and the *State Records Act 2000*.
- Maintain an efficient archive service, including the retention management of documents in accordance with the General Disposal Authority for local government records.

Community Services

- Maintain the Shire of Kent's library services including taking enquiries and undertaking any necessary transactions.
- Liaise with the State Library for the return and exchange of books.
- Undertake periodic stocktakes of library assets.

- Assist with the management of the Shire of Kent's Library Management System, including any upgrades and migrations where needed.

Work Health and Safety

- Follow all Work Health and Safety guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Undertake risk assessment, hazard identification and control and conduct accident / incident / near miss investigation and documentation as directed or required.

Work related requirements

- Proven ability to accurately process financial transactions, maintain records and perform administrative tasks with a high level of attention to detail.
- Highly developed written and oral communication skills with the ability to liaise with a wide range of people from diverse social and cultural backgrounds.
- Demonstrated time management skills and an ability to handle multiple tasks simultaneously.
- Willingness to undertake compulsory Department of Transport and Major Projects training course and associated accreditation. This will be accommodated and paid for by the Shire for the successful applicant.
- Proficient with the use of Microsoft suite of software.
- Minimum C Class Drivers Licence.
- Current National Police Clearance (NPC), dated within 6 months of commencement.
- Local government experience is desirable.
- Knowledge of SynergySoft system is desirable.

Internal Approval

Drafted by

Deputy Chief Executive Officer

Drafting date

5 June 2026

Approval structure	Signature	Date
Administration Officer (Corporate)		
Senior Administration and Property Officer		
Deputy Chief Executive Officer		
CHIEF EXECUTIVE OFFICER		