



Shire of Northam  
*Heritage, Commerce and Lifestyle*

Administration Officer  
Recreation Services

## Position Description



# Administration Officer Recreation Services

## Position Summary

**Department:** Corporate Services

**Job Title:** Administration Officer Recreation Services

**Reports To:** Manager Recreation and Youth Services

Provides efficient and customer-focused administrative support to Recreation Services, including casual and seasonal sports facility bookings, facility cash and banking reconciliation, data entry, delivering general customer service to support the effective operations of Recreation Services.

**Work Location:** Recreation Centre

**Award/Level:** **Level 3/1** Local Government Industry Award 2020 (MA000112)

**Date Revised:** August 2025

## Our Purpose:

To deliver responsive, sustainable services in a manner that preserves and enhances our environment and lifestyle.

Our skilled and professional workforce embraces our mission and corporate values; they form the basis of how we behave in the workplace and conduct the business of the Shire of Northam.

## Our Corporate Values:

<b>Safe</b>	focus on importance of safety in the organisation
<b>Open</b>	engage in two-way communication, with transparency and trust
<b>Accountable</b>	know what you are responsible for, take ownership and deliver
<b>Respectful</b>	demonstrate respect for others' skills, knowledge and differing value systems



Our cultural change emblem which includes an acronym of the values and behaviours we want embedded in our culture will remind us to SOAR (Safe, Open, Accountable, Respectful) high in our aspirations and work together as an organisation to achieve them.

## **Responsibilities and Duties**

- Provide reception duties and administrative support for the Centre
- Liaise and administer the Shire Recreation Services booking Administer banking duties including receipting of monies.
- Undertake annual review of Recreation Services internal documents/forms and update as required.
- Monitor and maintain all office stationery and equipment.
- Undertake filing and archiving of documents.
- Any other duties consistent with the level of the position as directed.

## **Organisational**

- Embrace, support and participate in change to assist in achieving the Shire's goals and objectives.
- The ability to maintain strict confidentiality is an essential requirement of all employees of the Shire.
- Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
- Recommend changes or strategies which promote a 'Continual Improvement' and 'Best Practice' approach to service delivery.
- Promote, maintain, and improve the working environment and practices to ensure compliance with Industrial Awards, Work Health and Safety, Diversity Equal Employment Opportunities (EEO) legislation and Shire of Northam Policies and Procedures.

## **Work Health and Safety, Employee Requirements**

Employees are responsible and accountable for:

- Complying with workplace procedures for risk identification, risk assessment and risk control.
- Participation in activities associated with the management of workplace health & safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace.
- Correct utilisation of appropriate personal protective equipment.
- Promoting, maintaining and improving the working environment and practices to ensure compliance with Industrial Awards, Workplace Health & Safety, EEO legislation and Shire of Northam Policies and Procedures.
- Ensuring that safety inspections are carried out at all events, and that events are conducted in line with relevant risk management plans and guidelines.

## **Child Safety Responsibilities**

The Shire of Northam has zero tolerance for child abuse, neglect, and maltreatment. We are committed to creating and maintaining a child safe organisation, where protecting children and preventing harm is embedded in the everyday thinking and practice of all employees and volunteers.

The Shire has specific policies, procedures, and training in place to support employees and volunteers to meet child safeguarding commitments. Please read our Child Safe Awareness Policy on the Shire website.

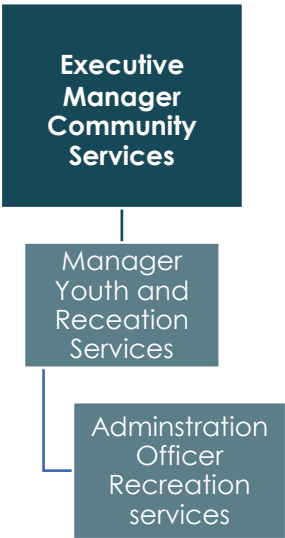
## Authority and Accountability

The Administration Officer - Recreation Services, works under regular supervision with work outcomes regularly monitored by the Manager Recreation and Youth Services. This position is responsible for reviewing their own work to ensure accuracy and suitable standard of presentation. The level of autonomy is guided by established standards, procedures and policies.

## Position Requirements

Documents	Essential	Desirable
Hold a current unrestricted C Class national drivers licence	✓	
Provision of a current National Police Clearance	✓	
Skills and Abilities		
Developed communication skills – both written and verbal.	✓	
Good interpersonal & customer service skills.	✓	
Good analytical and problem-solving skills.	✓	
Developed time management skills and ability to prioritise work.	✓	
Sound computer and word processing skills, preferably Microsoft Office Suite and highly developed keyboard skills.	✓	
Ability to work with spreadsheets at an intermediate level.	✓	
Demonstrated experience in an administrative position.	✓	
An appropriate diploma or certificate in administration or business or relevant experience.		✓
Knowledge of local government policies & procedures.		✓
First Aid Certificate.		✓

# Organisation Structure



## General Physical Requirements

Task	Mainly	Frequently	Occasionally	N/A
Stand			✓	
Walk			✓	
Sit		✓		
Handle			✓	
Reach			✓	
Climb/Balance			✓	
Crouch/Kneel			✓	
Talk/Hear		✓		
Taste/Smell				✓

## Remuneration

As outlined within the Employment Contract associated with this position.

## Authorisation and Acknowledgement

I acknowledge that I have read and understood the key objectives, duties, responsibilities and other requirements as outlined in this position description.

I understand that this position description provides general guidance regarding the purpose of the position and my responsibilities.

Furthermore, I acknowledge that this position description may be amended from time to time to reflect changes to the position or Shire requirements.

Employee Signature:

Date:



# Contact Us:

## Shire of Northam

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