

Applicant Information Pack

Position: Rates and Administration Officer

Date: September 2024

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Application Form – Administration Officer (Rates & Debtors)

Surname	Given Names
Address	
Email	Preferred Phone
Working Rights	
Australian Resident Y or N	VISA Expiry Date: VISA Number:
Referees <i>I hereby give consent to the below referees being contacted.</i>	
1. Name	Position
Contact Number	Relationship
2. Name	Position
Contact Number	Relationship
Application Checklist	
This Form Completed Y / N	Resume Y / N
Pre-employment Health Disclosure Form Completed Y / N	Application Cover Letter Responding to Position Description Selection Criteria Y / N
Declaration by Applicant <i>I hereby declare that all information contained in this application is true and accurate and has been prepared directly by me and not another party on my behalf.</i>	
_____ Signature	_____ Print Name
_____ Date	

Pre-Employment Health Disclosure Form

Rates and Administration Officer

September 2024

Purpose

Glamorgan Spring Bay Council is committed to ensuring it provides a safe place of work as required under the *Work Health and Safety Act 2012*. As part of fulfilling this commitment, Glamorgan Spring Bay Council requires that people disclose any real or potential health illness or injury or medication which may impact upon performing the above mentioned role.

In addition, Glamorgan Spring Bay Council also has a range of other safety practices to ensure a safe place of work such as testing for alcohol and drugs, monitoring fatigue and similar.

Position Risks

The below risks have been identified for the above mentioned role.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Use of visual display unit (IPad and Laptop) | <input checked="" type="checkbox"/> Repetitive use of mouse/keyboard |
| <input checked="" type="checkbox"/> Working under pressure | <input checked="" type="checkbox"/> Sitting for extended period (1.5 + hours) |
| <input type="checkbox"/> Standing for extended period (1.5 + hours) | <input type="checkbox"/> Driving |
| <input checked="" type="checkbox"/> Lifting less than 20kg | <input type="checkbox"/> Lifting 20-35kg |
| <input type="checkbox"/> Lifting more than 35kg | <input type="checkbox"/> Climbing ladders |
| <input type="checkbox"/> Working at heights (greater than 2 metres) | <input type="checkbox"/> Sun exposure |
| <input type="checkbox"/> Dust exposure | <input type="checkbox"/> Noise exposure |
| <input type="checkbox"/> Walking uneven surfaces | |

Disclosure

Print Name	
Date Completed	

Item	Date	Details <i>(Name injury/illness/medication, impact, treatment)</i>
Illnesses <i>Disclose any past or current illness that may re occur, be triggered or exacerbated by the risks identified.</i>		

<p>Injuries <i>Disclose any past or current injuries that may re occur, be triggered or exacerbated by the risks identified.</i></p>		
<p>Current Medications <i>Disclose any medications that may impact upon the performance of the role as per the risks identified.</i></p>		
<p>Past Workers Compensation <i>Disclose any current or past workers compensation that may impact upon the performance of the role as per the risks identified.</i></p>		

Note: add additional pages to this if required.

Declaration and Authorisation

I declare that the information provided in this Pre-Employment Health Disclosure Information Form is true and accurate at the time of completion and acknowledge that failure to provide true and accurate information could later result in termination of employment in the event I was appointed to the above mentioned position.

I authorise for this information to be passed on to a medical professional as part of any pre-employment medical I may be required to undertake during the recruitment and selection process.

<p>Print Name</p>	
<p>Signature</p>	

Position Description

Rates and Administration Officer

Permanent - Local Government Agreement

Band 3

Corporate and Community

Triabunna – September 2024

OUR VISION

We want Glamorgan Spring Bay to be:

Prosperous, vibrant and inclusive. A place where people want to live, work and visit.

POSITION OBJECTIVE

The Rates and Administration Officer is responsible for maintaining property information in the Council management information system to ensure all information is correct and up-to-date. Ensure all properties are levied in accordance with the *Local Government Act 1993 (the Act)*, Council's rates resolution and any other relevant Council policies.

PRIMARY DUTIES

1. Ensure all properties are levied in accordance with the Act, Council's rates resolution and any other relevant Council policies.
2. Administer and maintain property information in Council's property database to ensure property classification and rate information is correct and current, including updating Council records for transfers and change of addresses.
3. Undertake monthly reconciliations to ensure integrity of rates data and assist with the preparation of annual budgets by providing accurate rates information as requested.
4. Administer the content, printing and distribution of rates notices and overdue letters to ratepayers in line with all established deadlines, policies and legislation. Including using contemporary debt management to administer and negotiate outstanding rate payment arrangements in-line with relevant policies.
5. Administer and provide advice to management on the process for Section 137 of The Act - Sale of Land for Unpaid Rates, as required to meet all-time requirements.
6. Administer the processing of Supplementary Valuations in a timely and accurate manner, including the adjustment of valuations, creation of properties and adjustment of rates and charges in accordance with the Act.

7. Undertake general accounting tasks and prepare correspondence and reports relating to rating and valuation matters, including journals, correspondence, rate calculations, debt recovery and (as required) summons/legal action.
8. Preparation and lodgment of Pensioner Rate Remissions claims and State Fire Commission claims.
9. Issue and authorise Rate Certificates in compliance with Section 132 of the Act.
10. Maintain and update Council's documents, policies and website with respect to rates information.
11. The incumbent can be expected to be allocated duties not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this level.

LEVEL OF RESPONSIBILITY

The Rates and Administration Officer is to:

- ensure the timely issue of rates levies and collection of outstanding rates;
- manage day to day requests for service within externally set deadlines; and
- undertake the ongoing maintenance of the property database.

ORGANISATIONAL RELATIONSHIPS

Reporting to the Director Corporate and Community, the Rates and Administration Officer is expected to:

- undertake other duties in customer service, records and finance as required as part of the administrative team.

SELECTION CRITERIA

1. Certificate III or IV in Business Administration or Finance is desirable but not essential.
2. Local Government experience in an administrative role with financial exposure may be advantageous.
3. A proven ability to meet deadlines and work within strict timeframes.
4. Show ability to work autonomously and as part of a team; to be flexible and to work under pressure whilst maintaining accuracy.
5. Ability to quickly develop a sound understanding of the Council processes and their contribution to continuous improvements.
6. Ability to maintain strict confidentiality.
7. Good interpersonal and communication skills, with the ability to demonstrate a courteous disposition and helpful and friendly demeanor both towards internal and external customers.
8. High level computer competency to perform all functions accurately and efficiently.

ESSENTIAL REQUIREMENTS

- n/a

ALL STAFF RESPONSIBILITIES

- Ensure that safety and risk is considered and practiced in all aspects of role performance and that it is effectively managed in accordance with Council's safe system of work.
- Comply with all Council policies and procedures including accreditation requirements specific to the General Practice which may be varied from time to time in consultation with appropriate staff.
- Carry out all responsibilities of the role in accordance with Council's code of conduct.
- Adhere to the *Local Government Act 1993 Tas (the Act)*, or any other specific legislation or professional standard relating to the role.



Recruitment and Selection Information

September 2024

The role is offered on an ongoing basis. The position would be full-time basis.

Glamorgan Spring Bay Council is committed to employment via merit selection which is based on ensuring the best person for the job will be hired. Discriminatory attributes such as gender, age, religion, political beliefs and so forth as covered by Tasmanian anti-discrimination legislation will not be considered or influence recruitment and selection decisions.

After applications are received they will normally be shortlisted against the selection criteria as outlined in the last section of the position description. Assessment of these criteria is carried out by reviewing all information provided by the applicant in their application.

An interview process will typically involve a panel of people that may include people outside of Council. Depending on the content to be covered interviews can range from 20 minutes to two hours and conducted face to face. Applicants will be tested against the same criteria and the interviewee may be asked to elaborate further on information provided in their application.

A process may involve more than one interview with the same or different people, aptitude testing, psychometric analysis and referee checking. Preferred applicants may also be required to undertake a medical as per the risks identified for the position, their health disclosure and general compliance with Council's safety requirements.

Successful applicants will be advised verbally in the first instance of Council's offer and subsequently provided with a contract of employment for consideration. Generally people have up to 14 days to consider an offer made.

Recruitment processes can take anywhere between two to twelve weeks to carry out depending on the components involve, applicant availability and location. During this time questions on progress should be directed to the person listed in the advertisement for specific position being filled.

Glamorgan Spring Bay Council does not provide for an appeal process with respect of recruitment and selection decisions.

Applications will be reviewed on a weekly basis in support of an appointment commencing as soon as possible. The advertisement will remain live until such time an appointment has been made.