

<b>POSITION TITLE</b>	<b>Rates &amp; Revenue Administration Assistant</b>	
<b>GROUP / DEPARTMENT</b>	<b>Corporate Services / Finance</b>	
<b>REPORTING TO</b>	<b>Rating &amp; Revenue Co-ordinator</b>	
<b>DIRECT REPORTS</b>	<b>Nil</b>	
<b>EMPLOYMENT BASIS</b>	<b>Permanent Full Time Local Government State Award</b>	
<b>GRADE</b>	<b>Band 1 Level 3</b>	
<b>GRADE</b>	<b>Grade 3</b>	
<b>APPROVED BY</b>	<b>CEO</b>	<b>Date:</b>
<b>EMPLOYEE</b>	<b>Name:</b>	<b>Date:</b>
	<b>Signature:</b>	<b>Date:</b>
<b>POSITION PURPOSE</b>		
<p>The Rates &amp; Revenue Administration Assistant provides support to Edward River Council's rating and revenue function while learning all aspects of rating management.</p>		
<b>LINKS (INTERNAL)</b>	<b>LINKS (EXTERNAL)</b>	
<ul style="list-style-type: none"> <li>• Finance Team</li> <li>• Other officers requiring support from Finance</li> </ul>	<ul style="list-style-type: none"> <li>• Government departments</li> <li>• Other Councils</li> <li>• Ratepayers and General Public</li> <li>• Internal and external auditors</li> </ul>	
<b>KEY DUTIES AND RESPONSIBILITIES</b>		
<ul style="list-style-type: none"> <li>• Input data into Council's property database records and ensure data is accurate and up to date.</li> <li>• Assist with government schemes such as rates Pension rebates under the guidance of Coordinator Rating and Revenue.</li> <li>• Assist with rates functions as required.</li> <li>• Answer telephone enquiries relating to property and rating matters.</li> <li>• Store and maintain corporate records in Council's Electronic Document and Records Management System (EDRMS) in accordance with relevant policies, procedures and the State Records Act.</li> <li>• Demonstrate and adhere to the principles of conduct and standards of behaviour as defined within the Code of Conduct.</li> <li>• Other duties and responsibilities as directed within skills and abilities of the individual.</li> </ul>		
<b>SELECTION CRITERIA</b>		
<b>Essential</b>		
<ul style="list-style-type: none"> <li>• HSC Certificate or School Certificate.</li> <li>• Good written and verbal communication skills.</li> <li>• Good level of numeracy and literacy skills.</li> <li>• Sound attention to detail and organisational skills.</li> </ul>		

- Good customer service skills.
- Experience in the use of spreadsheet applications such as Microsoft Excel along with basic computer skills including the use of the Microsoft Office Suite of software.
- Excellent data entry skills.

### Desirable

- Current Drivers Licence.

### COUNCIL RESPONSIBILITIES

#### Council Values

Edward River Council has adopted a set of values which were developed through a consultative process involving staff across the whole organisation.

All Council employees are expected to demonstrate our corporate values when undertaking their roles and making decisions that impact our customers and community:

- **Leadership** – We seek to provide strong leadership for our community and customers. We lead with empathy and integrity.
- **Excellence** – We strive for excellence and continuous improvement: in who we are, in how we work, and in how we deliver results for our community.
- **Accountability** – We are open, honest and transparent in how we do business, the decisions we make and the actions we take.
- **Delivery** – we are committed to delivering results to our community and outstanding service to our customers.

#### Work Health & Safety

All Edward River Council employees have a responsibility to behave in a manner which ensures that their actions or omissions do not adversely affect the environment or health & safety and wellbeing of Council employees, contractors or members of the public. Council employees must:

- Comply with Council's Work Health & Safety policies, procedures and programs;
- Participate in any training and safety initiatives implemented by the Council;
- Comply with all safety directives and work instructions; and
- Must immediately report any incident or potential hazard to their supervisor.

#### EEO & Diversity

Council is committed to a workplace that is fair and inclusive and to building a workforce which embraces these principles and reflects the diversity of the Edward River community.