

**QUEENSLAND MURRAY-DARLING COMMITTEE INC.**

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**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Senior Administration Officer
<b>STATUS:</b>	Full Time/Part Time
<b>SALARY RANGE:</b>	\$40,000 - \$50,000
<b>LOCATION:</b>	Goondiwindi
<b>REPORTS TO:</b>	Finance & Administration Manager

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**PURPOSE OF POSITION:**

To manage the administrative arrangements for Queensland Murray-Darling Committee's Landcare & Catchment Centre and staff team.

To provide administrative support to the Catchment Management Association.

**ORGANISATIONAL ENVIRONMENT:**

The Queensland Murray-Darling Committee Inc. (QMDC) has a vision for the equitable, efficient and sustainable use of land, water and other environmental resources of the Queensland Murray-Darling Basin.

QMDC is a community-government partnership involving representation from the community, State and Local Government, indigenous and conservation groups. It has a community-based Chair and an Executive.

The Queensland Murray-Darling Committee Inc. is an equal opportunity employer.

Further information is available at [www.qmdc.org.au](http://www.qmdc.org.au).



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### PRIMARY DUTIES:

1. Manage the day to day administration requirements of Queensland Murray-Darling Committee's Landcare Catchment Centre. This will include directing phone calls and taking messages; collecting, collating and distributing mail; maintaining petty cash; ordering stationery, equipment and supplies; coordinating vehicle maintenance and log books; coordinating credit card summaries and maintain the library facility.
2. Administratively manage human resource arrangements by ensuring that staff comply with:
  - workplace policies
  - QMDC procedures
  - QMDC's values
  - QMDC's Code of conduct.
3. Liaise closely with Regional Coordinators in the organisation of local team meetings CMA meetings and other meetings as required.
4. Provide an efficient and friendly reception service including being the first point of contact for the office, provide clients with information regarding QMDC and Landcare.
5. Provide administrative and coordination support for a range of projects.
6. Maintain accurate financial records for Catchment Management Association.

### MAIN SKILLS & KNOWLEDGE:

- High level of organisation and communication skills.
- Ability to understand and carry out instructions.
- High level of interpersonal skills.
- Excellent administrative skills with a high standard of keyboarding skills.
- Ability with relevant computer software including word processing, spread sheets, databases and publishing software and financial packages.
- Ability to understand a broad range of natural resource management and agricultural practices and issues.
- Experience with human resource management processes and procedures is an advantage.

### SELECTION CRITERIA/SKILLS:

- SC1 High level organisation and communication skills.
- SC2 Ability to understand and carry out instructions.
- SC3 High level of interpersonal skills.
- SC4 Excellent administrative skills with a high standard of keyboard skills including word processing, spread sheets, data bases and publishing software.



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## OTHER FEATURES OF POSITION:

- A current driver's licence is required.
- Attendance at meetings outside of normal work hours may be required.
- Travel and overnight stays around the region may be required.
- The Queensland Murray-Darling Committee Inc. is an equal opportunity employer, with employment under the Committee's standard employment agreement or as negotiated.

## SALARY AND OTHER BENEFITS:

A salary range of \$40,000-\$50,000 (based on a full time salary for a 72 hour 30 minute fortnight) is attached to this position. In addition, QMDC offers:

- superannuation which will be paid according to the *Superannuation Guarantee Act 1992* and QMDC will match the employee's contribution up to 12.5% where the employee will contribute 3%
- recreation leave (accrues to a maximum of 20 days per annum and a leave loading of 17.5% will be paid when leave is taken)
- a professional development allowance up to the value of 3% of gross salary (this allowance does not accumulate and claims are only to be for costs incurred in the contract period)
- a \$250 annual health and well-being allowance (this allowance does not accumulate and claims are only to be for costs incurred in the contract period)
- a \$250 annual uniform allowance (this allowance does not accumulate and claims are only to be for costs incurred in the contract period).

## OTHER INFORMATION

To apply for the position it is recommended that you submit:

1. A completed "Application Cover Sheet".
2. One (1) original and two (2) copies of a statement describing how you meet the selection criteria.
3. One (1) original and two (2) copies of a succinct Curriculum Vitae or Resume of information.

However, should you be unable to supply more than one copy this will not adversely affect your application.

Applications for this position quoting the Vacancy Reference Number and mailed to the:  
 Queensland Murray-Darling Committee  
 PO Box 6243  
 TOOWOOMBA WEST QLD 4350



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**REPORTING CHART:**

