

Applicant Information

Senior Administration Officer Corporate Business Grade 3

Thank you for your interest in working with the Town of Cambridge. This document will help you prepare and submit a job application and includes information about the recruitment and selection process.

ABOUT THE TOWN OF CAMBRIDGE

Located on the stunning West Australian coastline and just minutes to the Perth CBD, the Town of Cambridge comprises some of Western Australia's most prestigious and utilised facilities and is recognised as one of the more desirable areas in which to live and work.

WHAT IS THE SELECTION PROCESS FOR THIS POSITION?

The selection process is designed to assess your skills, knowledge and experience for the position. This will be undertaken online and accordingly it is important for you to please use *Chrome, Firefox, Safari, Internet Explorer 8 or newer to complete the tests. Please do not use your mobile phone:*


Applicants will be directed to an online platform where you will be asked to do the following:

1. Complete an application form and upload a resume. Please note that the Town of Cambridge *does not* require applicants to submit a cover letter; however, if you wish to upload a cover letter it should be combined with your resume prior to uploading.
2. Applicants will be asked to answer 4 questions in response to the requirements of the role; for the role of Senior Administration Officer Corporate Business these questions are:
 - Please provide a brief outline of the range of administrative roles you have had experience with?
 - What do you believe are the key attributes for delivering excellent customer service to both internal and external stakeholders and customers?
 - How do you go about balancing your regular tasks and project deadlines?
 - What is more important: completing a job within the time given or doing it right, and why?

Please give some thought to how you would answer these questions before commencing the application process.



- Applicants will then be required to undertake a Universal Cognitive Aptitude Test and Employee Personality Profile Test undertaken online as part of the application process and may take up to 40 minutes to complete.



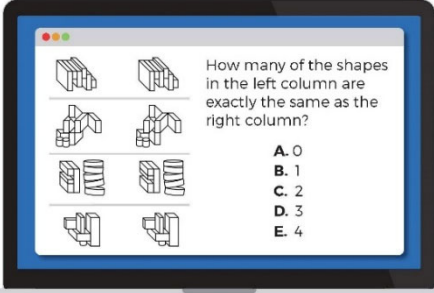
UNIVERSAL COGNITIVE APTITUDE TEST

A language-independent aptitude test ideal for international candidates.


Measures:
 Critical thinking
 Problem solving ability
 Attention to detail
 Logic and analysis

Questions: 40 items
Timed Test: 20 minutes

The Universal Cognitive Aptitude Test (UCAT) measures general cognitive aptitude, which includes the ability to solve problems, digest and apply information, learn new skills, and think critically. As a language-independent test, the UCAT does not test verbal ability, making it easily translatable and ideal for international use.



Answer: C



EMPLOYEE PERSONALITY PROFILE













A general personality inventory.

Measures:
 Twelve personality traits that are predictive of a person's work style

Estimated Time: 15 minutes

The Employee Personality Profile (EPP) is a general personality test that provides valuable insights into how comfortable a person will feel within a particular role, otherwise known as "job fit." The test sheds light on each candidate's work behaviors and how they interact with others. The EPP can be used for any position.

KEY TRAITS

 ACHIEVEMENT	 ASSERTIVENESS	 COMPETITIVENESS	 CONSCIENTIOUSNESS
 COOPERATIVENESS	 EXTROVERSION	 MANAGERIAL	 MOTIVATION
 OPENNESS	 PATIENCE	 SELF-CONFIDENCE	 STRESS TOLERANCE

Shortlisted applicants will be invited to attend a face to face interview with the selection panel.

- Following the interview process, preferred candidates may be required to undergo further testing.
- Reference checking will be undertaken at the completion of all assessment to validate the preferred applicant's claims for the position.

Should you wish to find out more information on the Town of Cambridge please visit our website <https://www.cambridge.wa.gov.au/Home>

The Town is an inclusive employer and accordingly if you have a disability or condition that limits your ability to complete the online application process before the closing date please contact the People and Culture team on (08) 9347 6012 to discuss an alternative lodgement method or reasonable adjustments to be made to the process.

IF YOU HAVE TECHNICAL ISSUES

You will need a reliable internet connection to complete the test.

You can access some information from the below link to help you prepare for the testing process.

<https://www.criteriacorp.com/resources/candidates.php>

When you first log in you will be asked to write down an Event ID. This is an important step as if you experience an internet connection issue and need to restart your assessment you will go to:

www.oda1.com and enter the Event ID

Ongoing technical issues please email help@criteriacorp.com; you will receive a response within 1 business day

Position Description

Role title:	Senior Administration Officer Corporate Business
Grade:	3
Position Number:	
Section:	Corporate Business
Directorate:	Corporate and Community Services
Position Objective:	<p>The position assists in the procurement administration and coordination for the Town and supports the effective management of the Town's property, lease and service contracts and rates</p> <p>The position also provides business and administrative support to other areas as requested by the Coordinator.</p>
Stakeholder Engagement:	The role frequently liaises with the Coordinator and other operational and finance staff across the Town in order to ensure that high levels of customer service and compliance are maintained with regards to contracts, procurement, property and rates
Direct Manager:	Coordinator Property and Contracts
Direct Reports:	Nil
Total Staff Responsibility:	Nil

Our values

Friendly and helpful

Teamwork

Creativity

Integrity

Respect

Acknowledgement

<i>Employee Signature and Name</i>	<i>Date</i>
<i>Manager Signature and Name</i>	<i>Date</i>

Position registered by

<i>HR Officer Signature and Name</i>	<i>Date:</i>

Key Responsibilities

In the context of the position and the Town's vision and values:

- Provide business support to meet area requirements including: data input and generation of reports, document/spreadsheet preparation and checking, filing/photocopying, and procurement processing for good and services required by the area.
- Attend to telephone, email, correspondence and face to face enquiries by internal and external customer enquiries, in a timely manner and as appropriate notify other officers of customer requirements.
- Provide administrative support to special projects and initiatives.
- Assist with property management support with management of leased premises and miscellaneous property matters, including easements and laneway acquisitions or encroachments.
- Maintain the Town's database of contracts and property leases including processes and workflows.
- Provide business and administrative support to rates.
- Attend meetings with lessees or contractors with or on behalf of the Coordinator Property and Contracts when required.
- Coordinate and maintain a list of preferred supplies and copies of contracts in regular use on the Intranet.
- Prepare and reconcile monthly invoices related to leases and contracts.
- In association with the appropriate contractors, report associated maintenance, administration costs and other performance data as required.
- Assist operational managers on tender and contract management documentation.
- Assist with the development of procurement and contract management policies and procedures and contribute to the development and implementation of the teams' operational plan and associated budget.
- In all actions, be accountable and employ ethical decision making and good governance in line with Town of Cambridge Code of Conduct, values, policies, procedures, probity and broader aspirations.
- Be engaged in sustainability initiatives and proactively suggest ways to improve recycling, energy and water consumption in Town operations and how Cambridge can maintain its natural environment in line with Town policy and the Strategic Community Plan.
- Take reasonable care to ensure your own safety and health and that of others, comply with instructions given for the safety of yourself and others and co-operate with management in its fulfilment of its legislative obligations, in line with Town policy.

Selection Criteria

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated understanding and experience in administering contracts and procurement management services is highly desirable;
2. Demonstrated understanding and experience with property and leases is highly desirable;
3. Demonstrated understanding and experience with rating services is highly desirable;
4. Demonstrated high level of customer service;
5. Demonstrated ability to coordinate activities, deliver quality outputs and meet strict deadlines;
6. Well-developed communication and interpersonal skills in order to communicate clearly (verbally and in writing) and resolve problems while maintaining quality working relations with stakeholders;
7. Proven ability to work effectively both independently and in a team environment;
8. Good analytical skills with the ability to problem solve;
9. Proficiency in Microsoft suite of products, in particular Microsoft Word and Excel; and
10. Valid Driver's Licence is essential.