Position description
Administrative Officer

Department	Corporate Services
Employment type	Permanent
Classification	Band 4
Location	Warrnambool
Date approved	November 2026
Approving Officer	Executive Corporate Services

Position objectives

This position provides procurement and contract administration support across the organisation, together with centralised administrative support for executive and governance activities.

Key responsibilities and duties

Provide procurement and administrative support across the organisation and in the following areas:

Procurement and Contract Administration

- Prepare and maintain procurement and contract records, registers, reports and related documentation
- Support administration of the Tenderlink system across the organisation
- Support tendering administration, including uploading tender documentation to DocuSign
- Prepare payment certificates and support invoice reconciliation associated with procurement and contract administration activities
- Assist with procurement related systems, processes and documentation across the organisation.

Executive and Governance Administrative Support

- Provide administrative support for Executive and governance activities across the organisation
- Provide administrative support for governance and steering committees, including agenda preparation, minute taking and coordination of meeting documentation.

General

- Support delivery of administrative services through a centralised shared service model
- Coordinate and manage records in accordance with organisational record keeping practices and systems, including Content Manager
- Support agreed intake, prioritisation and service delivery processes
- Relieve in other administrative positions and undertake other duties as required.

Safety

- Comply with all Wannon Water Occupational Health & Safety policies and procedures at all times.

Organisational relationships

Responsible to	Land & Legal Coordinator
Responsible for	Nil
External liaison	Consultants and other external authorities.

Accountability and extent of authority

- This position provides administrative support to the procurement, executive and governance functions across the organisation and provides information to clients.
- The work is performed as instructed and under general supervision.
- Freedom to act is limited by standards, procedures and directions.

Judgement and decision making

- The incumbent is required to use their own initiative to achieve the key responsibilities.
- The relevant manager shall sign all external correspondence required for the conduct of the position.
- The relevant manager shall sign all external correspondence required for the conduct of the position.

Specialist skills and knowledge

The position requires:

- Skills and knowledge in the application of standard procedures, practices and/or in the operation of typical office equipment.
- Excellent written and verbal communication skills.
- Experience and knowledge of computers and computer software including the Microsoft Office suite of programs.
- Technical knowledge of the Water Industry is desirable.

Management skills

- Skills in managing time, planning and organising one's own work so as to achieve the tasks in the most efficient way with the resources available and within a set timeframe.

Interpersonal skills

- Be an effective and supportive team player focused on achieving shared success.
- Ability to communicate effectively and confidently with internal and external stakeholders.

Qualifications and experience

- A relevant certification or knowledge and skills gained through on-the-job training in this field.
- Ability to work collaboratively within a team environment.
- Strong organisational and administrative skills.
- Proficiency in Microsoft Office programs and general administrative systems.
- A valid Australian drivers licence is required.

Our values and Code of Conduct



All employees are required to act in accordance with the Code of Conduct for Victorian Public Sector Employees and demonstrate the Victorian Public Sector values of responsiveness, integrity, impartiality, accountability, respect, leadership and human rights, together with Wannon Water's organisational values.

Inclusion and diversity

We embrace all forms of diversity and promote family friendly working hours and leave arrangements to ensure our workforce reflects the community that we serve.

Policies and procedures

All employees are required to adhere to systems, policies and procedures in relation to our activities. Employees shall not use their position for personal gain or advantage, nor disclose any confidential information acquired through employment by the Corporation.

Occupational health and safety

We've developed OH&S policies and procedures designed to meet the requirements of the internationally recognised Australian Standard/New Zealand Standard 4801 (AS/NZS 45001). These standards ensure that all employees are provided with a safe and healthy working environment.

Equal employment opportunity

We follow the principles of equal employment opportunity and every employee is responsible for ensuring the workplace is free from discrimination.

Training and development

Well-planned training is crucial to our success. Managers and employees work collaboratively to identify training and development needs to equip our employees with the necessary knowledge and skills to perform their roles effectively. Each year, managers conduct performance reviews with employees to identify, plan, and initiate relevant training and development for the upcoming twelve months.

Signature

Employee Name	Employee Signature	Date