



Position Description

Attendant	
Position Code	610
Classification/Grade/Band	Local Government (State) Award 2020 Band 1 Level 2 (Grade 2)
Reports to	Community Assets Manager
Location	Bingara NSW
Content Manager Reference	
Direct Reports	Nil
Budget (Operating and Capital expenditure)	Nil

Overview of Gwydir Shire Council

Located on the Fossickers Way between the New England and Northwest regions of NSW, the Gwydir Shire encompassing a diverse landscape that is both picturesque and productive. With affordable housing, a strong sense of community and diverse leisure and recreation activities, the Shire offers an idyllic and fulfilling lifestyle. Bingara and Warialda are the main towns in the Shire.

The Gwydir Shire Council prides itself on being an award-winning organisation that supports its community through the provision of high-quality services. Council offers employees a rewarding career that allows staff to make a positive impact in the communities in which they live; and provides exciting opportunities to explore and suture career avenues within the organisation. Council strongly supports a flexible-family work environment.

Gwydir's Vision

Council's vision is to be a recognised leader in Local Government through continuous learning and sustainability. Council embraces this mantra by ensuring all staff have access to training and education, to reach their full potential.

Gwydir's Mission

To ensure that the Council's long-term role is viable and sustainable by meeting the needs of our residents in a responsible and caring way, attract sustainable development while maintaining the traditional rural values, character and culture of our people.

Primary purpose of the position

To provide cleaning services to maintain a high standard of presentation and cleanliness throughout Council's premises. As well as identifying maintenance requirement and any safety concerns.

Department and Branch Description

Forming part of the Organisation and Community Services Department, the Community Services Branch is responsible for Native Title and the management of Council's community assets, including:

- Community Fitness Centres
- Medical Centres
- Pools
- Libraries
- Community Housing
- Museums
- Property
- Public Amenities
- Public Halls
- Cranky Rock Recreation Reserve
- Myall Creek Memorial
- Cleaning Contract
- Caravan Parks
- Crown Land Reserves
- Native Title

Key accountabilities

Within the area of responsibility, this role is required to:

- Perform cleaning duties as requested to maintain a high standard of presentation and cleanliness throughout Council premises at all times, identifying maintenance requirements and reporting any safety concerns.
- Carry out all duties and functions in a manner that promotes a positive attitude, team-based approach with strong support for organisational values.
- Ensure safe use of chemicals and cleaning products complying with the relevant safety data sheets and personal protective equipment requirements.
- Maintain accurate timesheets ensuring that working hours are recorded correctly and safety documentation is completed as required.

All positions in Council involve multi-skilling and consequently the interchange of duties where and when required for the effective operation of the Department. The duties described above are indicative of the primary duties that a person appointed to the position would be expected to perform and should not be regarded as the sole duties applicable to the position. Other duties may be assigned in accordance with skills, competence and training.





Selection Criteria

Essential
<ol style="list-style-type: none">1. Significant experience in a similar role2. Current valid 'C' Class driver's licence.3. Basic written and verbal communication skills with the ability to discuss and resolve problems politely and respectfully.4. Demonstrated commitment to providing quality customer service.5. Ability to read and interpret documents, instructions and procedures.
Desirable
Common requirements of the position
<ul style="list-style-type: none">▪ Willingness to have Council conduct a Criminal History Check.▪ Agree to undertake a medical assessment by Council's nominated medical practitioner if required and to be medically fit to undertake the full requirements of the position.▪ Manage projects in accordance with corporate standards.▪ Willingness to work flexible hours to meet the requirements of the position.▪ Behaviour in accordance with Council's policies and the Code of Conduct.▪ Report environment issues that may become evident when carrying out the position duties.
Qualifications
Significant experience in a similar role

Capabilities for the position

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <http://capability.lgnsw.org.au>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Foundational
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Foundational
	Demonstrate Accountability	Foundational
 Relationships	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

Focus capabilities.

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and adaptability	Intermediate	<ul style="list-style-type: none"> Adapts quickly to changed priorities and organisational settings Welcomes new ideas and ways of working Stays calm and focused in difficult situations Perseveres through challenges Offers own opinion and raises challenging issues
Personal Attributes Act with Integrity	Foundational	<ul style="list-style-type: none"> Is open and honest Tells the truth and admits to mistakes Follows the code of conduct, policies and guidelines Has the courage to speak up and report inappropriate behaviour and misconduct
Relationships Community and Customer Focus	Foundational	<ul style="list-style-type: none"> Shows awareness that he/she is working for the community Shows respect, courtesy and fairness when interacting with customers and members of the community Listens and asks questions to understand customer/community needs Informs customers of progress and checks their needs are being met
Relationships Work Collaboratively	Foundational	<ul style="list-style-type: none"> Keeps team and supervisor informed of what he/she is working on Shares knowledge and information with team members and other staff Offers to help colleagues and takes on additional tasks when workloads are high Is aware of the wellbeing of co-workers and provides support as appropriate Is open to input from people with different experiences, perspectives and beliefs
Results Think and Solve Problems	Foundational	<ul style="list-style-type: none"> Finds and checks information needed to complete own work tasks Breaks down information and issues into component parts Thinks through the options available and checks his/her suggested approach Refers complex issues and problems to a manager/supervisor
Resources Assesses and Tools	Foundational	<ul style="list-style-type: none"> Uses core work tools and equipment effectively Takes care of work tools, equipment, accommodation and community assets

Prepared By	Human Resources
Approved by General Manager	
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