

## POSITION DESCRIPTION

# Corporate Services Officer

<b>Division</b>	Corporate Services
<b>Location</b>	Launceston
<b>Classification</b>	Water Award 2020 Level 6
<b>Employment Status</b>	Permanent, Full Time
<b>Direct Reports</b>	NIL
<b>Reports To</b>	Corporate Services Manager

## ORGANISATION

Tasmanian Irrigation Pty Ltd (TI) is the State-owned Company responsible for operating and developing irrigation schemes funded through public / private partnerships.

Since Tasmanian Irrigation was established in 2008, the Company has taken over management of a range of inherited assets, including dams, irrigation schemes and river works, constructed 15 new irrigation projects, and advanced planning on a further six projects.

By 2030, Tasmanian Irrigation expects to manage a portfolio of irrigation infrastructure valued at more than \$900 million, capable of delivering 236,000 megalitres of water via 1,786km of pipeline, 49 pump stations, 15 dams and three power stations.

All schemes developed and operated by Tasmanian Irrigation are economically viable, environmentally sustainable, have strong community endorsement, are designed to last at least 100 years and deliver water at an average reliability of more than 95 per cent per annum.

## POSITION OBJECTIVE

The Corporate Services Officer will provide administrative and operational support to the Corporate Services Team to ensure the efficient delivery of corporate services. This role encompasses a variety of responsibilities, including office administration, governance support, water trade processing, accounts receivable and payable assistance, and the development of reporting functions to support the organisation's activities and decision-making processes.

## KEY DUTIES

- Process water trade applications and maintain accurate records of trades.
- Liaise with relevant internal teams to ensure timely and accurate processing of water trades.
- Process invoices, payments, and assist with monthly reconciliations.
- Maintain accurate financial records and assist with the preparation of reports.
- Assist with procurement activities, including obtaining quotes and maintaining supplier records.
- Assist in daily office operations, ensuring supplies, equipment, and facilities are maintained.
- Manage correspondence, including incoming and outgoing mail, and respond to general inquiries.
- Organise meetings, prepare agendas, and take minutes as required.
- Maintain accurate records and filing systems, both digital and physical.
- Assist with the implementation of corporate services projects, such as system upgrades, process improvements, or event coordination.
- Act as a point of contact for internal and external stakeholders, ensuring queries are addressed promptly and professionally.
- Prepare and distribute internal communications, such as newsletters or staff updates.
- Sharepoint, Records Management, and Water Entitlements Register administration
- Provide general administration support including adhoc duties to TI

## WORK HEALTH & SAFETY

- Be responsible for own health and safety (including mental health) and the health and safety of others
- Actively promote workplace health and safety
- Understand and deliver on workplace health and safety responsibilities, and follow and enforce procedures for reporting hazards, incidents and injuries in line with company and certification requirements
- Be aware of and promote fire and emergency procedures
- Ensure all workplace health and safety related policies and procedures are always upheld, and abide by all workplace health and safety directives, including complying with safe work practices including utilisation of personal protective equipment and clothing

## RESPECTFUL WORKPLACE BEHAVIOUR

Tasmanian Irrigation (TI) is committed to a productive and positive workplace.

TI will not tolerate instances of bullying, harassment, sexual discrimination, sexual harassment or sex-based harassment. Any conduct that creates a hostile workplace environment on the grounds of sex, victimisation or occupational violence are unlawful and unacceptable, and TI will take action as appropriate in relation to any breach of our policies.

## ORGANISATIONAL ENVIRONMENT

- Work with all employees to proactively maintain a positive, enduring culture and work environment
- Act with integrity and fairness in dealings with internal and external stakeholders
- Ensure all work carried out retains its simplicity while being of the highest standard
- Adhere to TI instructions, policies, and procedures to ensure safe and correct working practices whilst still achieving required results

## SELECTION CRITERIA

### **Essential:**

- Proven experience in administrative or corporate services roles.
- Strong organisational skills with the ability to manage multiple priorities and meet deadlines.
- Excellent communication and interpersonal skills, both written and verbal.
- High level of proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Attention to detail and commitment to accuracy in all tasks.
- Ability to maintain confidentiality and handle sensitive information.

### **Desirable:**

- Experience in governance, water trade management, or financial administration.
- Understanding of compliance and governance requirements in a corporate or not-for-profit environment.
- Tertiary qualifications in business administration, finance, or a related field.

## KEY WORKING RELATIONSHIPS

### **Internally:**

- Corporate Services Manager
- The Senior Leadership Team
- Corporate Services Team
- All Staff Members

### **Externally:**

- Entitlement Holders (Irrigators/Farmers/Investors)
- Key Suppliers, Tas networks, Energy suppliers, Hydro
- Regulatory Agencies
- External Consultants and Auditors

## WORKING CONDITIONS & PHYSICAL REQUIREMENTS

The role is based in Launceston office and will involve the incumbent to be seated at a desk for long hours, completing data entry and various other responsibilities of the role.

## PERFORMANCE CRITERIA

- Deliver timely and accurate administrative support.
- Demonstrate proactive problem-solving and initiative in improving processes.
- Ensure compliance with organisational policies and legislative requirements.
- Build positive working relationships with internal and external stakeholders.

APPROVAL

Position Holder: \_\_\_\_\_

Dated: \_\_\_\_\_

CEO: \_\_\_\_\_

Dated: \_\_\_\_\_