



Break O'Day
COUNCIL

Expression of Interest

Corporate Services Opportunities



Corporate Services Opportunities

Council is seeking Expressions of Interest (EOI) from enthusiastic and adaptable individuals who are interested in opportunities across a range of Corporate Services roles.

These roles play an important part in supporting the delivery of services to our community and provide support across a range of administrative and business functions including, but not limited to:

- Records and Information Management
- Finance Administration support including Creditors, Debtors and Payroll
- Customer Service
- Rates Administration Support
- General Administrative Duties

We encourage EOI from individuals who have experience in one or more of these areas and who are organised, reliable and able to manage a variety of tasks in a busy and supportive team environment. Strong customer service skills, good communication, and the ability to work both independently and collaboratively are important for these roles.

Experience in administration is essential, and experience in areas such as customer service, finance, payroll support or records management will be highly regarded.

This EOI process will help Council identify people who may be suitable for upcoming vacancies within our Corporate Services Department over the next six months. When positions become available, shortlisted individuals may be contacted and invited to participate in a targeted formal merit-based recruitment process.

Types of Employment

Council may have a range of full-time and/or part-time opportunities within the Corporate Services area over the coming months. When vacancies arise, Council will discuss the employment type available for the position, along with the applicant's preferences as indicated in their Expression of Interest.

Applicants are encouraged to list all roles that align with their skills and experience and indicate their areas of interest in the Application for Employment form.

About the Roles

Over the coming months, Council may have opportunities available in the following roles:

Information Officer

Manages Council's records and information systems, ensuring compliance with legislative requirements and supporting customer service functions. Duties may include:

- Ensure all hardcopy and electronic correspondence is recorded, classified and maintained within Council's Information Management System
- Allocate incoming correspondence to appropriate staff and register documents in Council's electronic records management system
- Process Council administration emails, ensuring documents relating to Council business are correctly catalogued and distributed
- Facilitate Right to Information (RTI) requests in accordance with legislative requirements, including liaising with staff and compiling required information
- Identify opportunities and be innovative to assist with digital transformation projects that improve Council systems, services and internal processes
- Experience using TRIM (Content Manager) and SharePoint for records and information management would be advantageous
- Provide customer service support by responding to enquiries in person, email and via telephone, and raising customer service requests

Finance Administration Support Officer

Provides financial administration support for Council's operations, assisting with accounts processing, payroll support and financial record maintenance. Duties may include:

- Process purchase orders, supplier invoices and payments (creditors)
- Prepare and issue customer invoices and assist with debt collection (debtors)
- Provide payroll support including entering timesheets and assisting with fortnightly pay runs
- Perform bank reconciliations and maintain accurate financial records
- Experience using Xero for day-to-day financial administration would be advantageous
- Provide assistance with internal and external audit processes as required
- Provide customer service support by responding to enquiries in person, email and via telephone, and raising customer service requests

Corporate Services Officer

Provides frontline customer service and administrative support to assist with Council service delivery and respond to community enquiries. Duties may include:

- Provide customer service by responding to enquiries in person, email and via telephone, and raising customer service requests
- Assist with rates enquiries and provide general information to customers
- Undertake general administrative duties supporting Council service delivery and the Corporate Services management team
- Assist with maintaining Council's Policies and Procedures database
- Assist with maintaining Council's Leases and Licences database

- Utilise IT skills and identify opportunities to be innovative to assist with digital transformation projects that improve Council's systems, services, and processes

People we are looking for

We are looking for enthusiastic individuals who are keen to support Council services and make a positive contribution to our team and community. The ideal applicants will demonstrate:

- A strong commitment to delivering high quality customer service to the community
- A professional and approachable manner, with a positive attitude and willingness to support others
- Be flexible and adaptable, with the ability to work collaboratively through respectful communication and teamwork
- Have strong administrative and organisational skills with attention to detail
- Have the ability to manage multiple tasks, prioritise work and meet deadlines in a busy environment

Remuneration

These positions fall within the Administration classification range of Level 2–3, under the Break O'Day Council Enterprise Agreement 2018. Salary will be commensurate with the successful applicant's skills, experience and qualifications.

Information required to apply:

To be considered, please include:

- A completed Application for Employment form, indicating your preferred role(s). Applicants are encouraged to list all roles that align with their skills and experience;
- A Pre-Employment Health Disclosure form;
- A current Resume/CV; and
- A covering letter outlining the role(s) you are expressing interest in. Include how your skills and experience align with the position(s) and would contribute to the team, Council services and the community.

Applying:

Expressions of Interest will be accepted until 5:00pm, Friday 27 March 2026.

Please submit your application to the attention of People & Culture Coordinator via email to HR@bodc.tas.gov.au or call 6376 7900.