

## EMPLOYMENT INFORMATION KIT

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# BILLING ADMINISTRATOR



## **ABOUT THIS INFORMATION KIT**

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Thank you for your interest in employment with EastLink.

This Employment Information Kit provides you with the relevant information you need about this opportunity to help you decide whether to apply for this position.

Outlined in this document are details about EastLink, information about the recruitment department and position, the selection process and information on how to prepare your application.

You are encouraged to read this information carefully in order to develop an understanding of the requirements. You should assess yourself against the key selection criteria before deciding to apply for the position and prepare an application according to the guidelines outlined in this information kit.

## **RECRUITER CONTACT DETAILS**

Telephone enquiries for this position can be directed to Robyn Morrison 03 9955 1774.

Unless otherwise stated, correspondence in relation to this position should be forwarded to:-

Human Resources  
EastLink  
2 Hillcrest Avenue  
(PO Box) 804  
Ringwood Victoria 3134

Candidate applications can be submitted via email in Microsoft Word or PDF format to [recruitment@connecteast.com.au](mailto:recruitment@connecteast.com.au)

## ABOUT EASTLINK

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ConnectEast is the owner and operator of EastLink, Melbourne's second fully-electronic tollway and, since its opening in June 2008, already one of the busiest roads in Victoria.

EastLink comprises about 39km of freeway-standard road and connects the Eastern Freeway in Melbourne's east to the Frankston Freeway in the south. EastLink also includes the Ringwood Bypass and Dandenong Bypass as untolled additions to the state road network.

EastLink was delivered by ConnectEast under the Victorian Government's Partnerships Victoria framework with a construction cost of Au\$2.5 billion.

The motorway saves drivers valuable time and provides the fast-growing eastern and southern regions of Melbourne with a more efficient and accessible transport network, as well as a 35km shared bicycle and walking path for local residents, wetlands and revegetation of open space areas and parkland.

Currently EastLink employs more than 150 people in a range of highly specialised operational and support roles across the organisation including:

- Asset and Road Management
- Information Technology
- Corporate Affairs
- Customer Service
- Finance
- Operations
- Legal
- Human Resources
- Marketing
- Risk, Safety and Internal Audit

With the lowest private tolls in Australia, EastLink is committed to providing Victorians in Melbourne's rapidly growing eastern and south-eastern suburbs with an affordable travel option, supported by high quality and friendly customer service.

## OUR VALUES

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**We Care** about our employees, colleagues, customers, the environment and the EastLink asset.

**Safety** is at the forefront of all of our decisions, we look after each other and everyone on EastLink.

We encourage **One Team** and share ideas across the organisation and with others and turn what we learn into smarter ways of working.

We deliver on our commitments and take **Accountability** for our own actions.

## RECRUITMENT PRIVACY STATEMENT

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EastLink is committed to protecting privacy and maintaining the confidentiality of personal information collected in the course of carrying out its functions in accordance with its obligations set out in the Concession Deed.

Consistent with EastLink's Privacy Policy, this statement outlines Human Resources policy for dealing with resumes and other personal information that may be disclosed to EastLink in relation to employment opportunities with the organisation.

During the recruitment and selection process EastLink collects a range of personal information such as resumes, academic transcripts and references. Further personal information may also be collected during the selection process including, but not limited to, telephone screening, telephone interviews, psychometric assessments, competency and skills assessment, health information, criminal history and reference checking.

This information will be treated in the strictest confidence and will only be used for the purpose of tracking an application's history, assessing a candidate's suitability for employment and eligibility for an appointment with the organisation and to improve EastLink's recruitment and selection processes through periodical analysis.

In performing its functions, Human Resources may also disclose the information provided by candidates to referees, recruitment agencies and other third parties who assist EastLink in the recruitment and selection process.

Human Resources may also disclose information provided by candidates internally for the purposes of consideration for other employment opportunities within EastLink. Candidates should advise EastLink if they do not wish to be considered for a position other than the position applied for.

Candidates will be sourced directly and through third party agencies. All candidates will have access to an Employment Information Kit or Position Brief and be provided information about the organisation's identity, values, employment policies, hiring department, role responsibilities, inherent requirements, behavioural competencies, selection processes and other important employment information.

The provision of personal information in the context of an employment application is voluntary, but where information is not provided or is insufficient or inaccurate, EastLink may be unable to fully process the application or properly consider the candidate's suitability or eligibility for employment.

Candidates may submit modified information or additional information for consideration in relation to their application up to the closing date, if any, for the advertised vacancy. If at any time a candidate's details change, the candidate may correct the information held by EastLink.

Information collected during the recruitment and selection process will be stored securely either in a confidential electronic file or in a locked cabinet. Hard copy information collected will be destroyed after three (3) months via a confidential waste paper disposal method.

The information provided by candidates who are subsequently successful in their application will form the basis of their employment records.

All queries in relation to employment applications should be directed to Human Resources on 9955 1700.

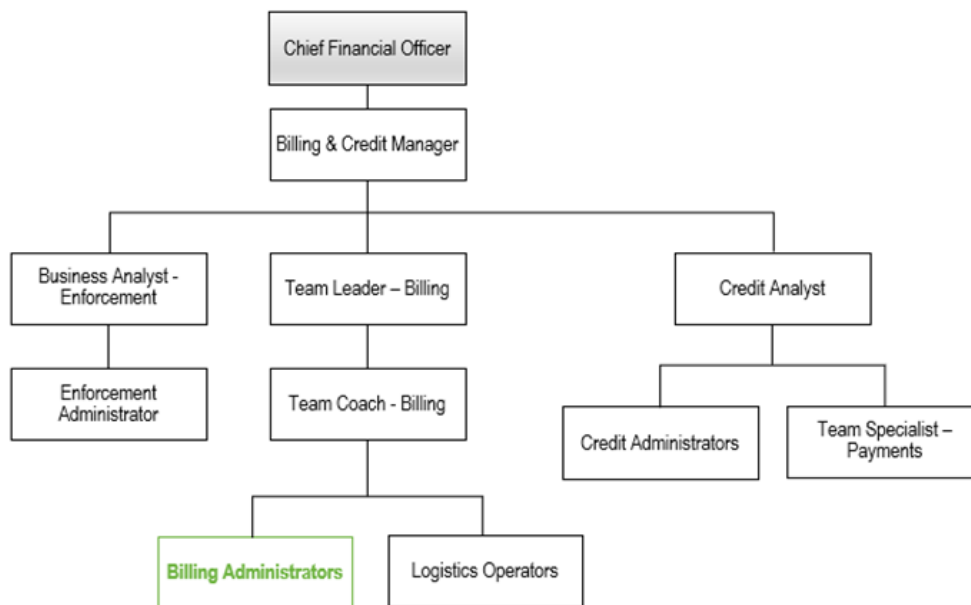
## ABOUT THE POSITION

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### THE POSITION

The Billing and Credit team is part of the finance Department and is responsible for ensuring the efficient and effective billing of customer, debtor and FTO accounts. Collection of tolls and related charges. Fulfilment of tags and related products in accordance with ConnectEast's policies and procedures.

### THE DEPARTMENT



## ROLE RESPONSIBILITIES

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Key tasks of the System Analyst role include, but are not limited to:

- Ensure the accuracy and timely processing of invoices to ConnectEast's customers.
- Ensure the accuracy and timely processing of Toll Invoice and Overdue Notices for ConnectEast debtors.
- Assist colleagues with questions regarding billing and tag procedures.
- Assist customers with questions and queries about departmental billing and tag details.
- Investigate unbilled and unrated customer bills and initiate contact with customers to resolve outstanding accounts.
- Review the integrity of enforcements referred to the Traffic Camera Office. Report findings and make recommendations to proceed with enforcement including court prosecutions.
- Liaise with colleagues internal to ConnectEast to ensure timeliness and quality of data.
- Provide statistical and status reports to management and internal stakeholders.
- Action work requests / reports from our external stakeholders.
- Perform quality assurance activities.
- Strictly adhering to billing schedule by reconciling data files to enable billing cycle to be completed in a timely manner.

- Perform Mail house associated tasks that result in customers and debtors being issued with accurate invoices, statements, dunning letters, welcome packs and other correspondence items in accordance with policies and procedures; and within KPI and management specified timelines.
- Detect and escalate to Team Leader actual or potential process failures and risks.
- Understand and apply knowledge on the policies, procedures and work instructions provided by EastLink.
- Perform financial transactions on customer, debtor and FTO accounts, including write-off, adjustment and refund.
- Audit and review statements, invoices and other correspondence prior to issuing to customers.
- Close accounts and issue final bills.
- Participate willingly and positively in the orientation and training of team members in specific areas and providing support as required.
- Contribute to, or participate in, any projects and initiatives within the Finance team where the opportunity arises.
- Participate in initiatives and contribute suggestions for improvements and/or efficiencies to enable ongoing quality improvement.
- Fully participate as a member of the Finance team undertaking all tasks, maintaining positive working relationships with other staff members and internal and external customers.
- KPI reporting.
- Interoperability file processing and payments processing.
- Control work received in various mail inboxes and BIS queues.
- Retrieve customer tag orders, picking and scanning; including accurate reconciliation.
- Tag lifecycle management, including tag cleaning.

## KEY COMPETENCIES

### Formal Education

- Year 12 or equivalent

### Work Experience

- Previous customer billing experience is desirable
- Previous administrative experience
- Experience using computers and other technologies
- Demonstrated accurate data entry and numeracy skills – 30WPM @ 95% accuracy

### Key Competencies

- Accepts personal responsibility for the quality and timeliness of work. Can be relied upon to achieve results with little need for supervision.
- Uses learning techniques to acquire and apply new knowledge and skills; uses training, feedback or other opportunities for self-learning and development.
- Uses data and information in a clear and rational thought process to assess and understand issues, evaluate options, form accurate conclusions and make decisions.
- Is thorough when performing work and conscientious about attending to detail.
- Complies with policies, procedures, workflows and instructions.
- Develops innovative ideas that provide solutions to all types of challenges.
- Builds and maintains internal and external customer satisfaction with the services offered by the organisation.

- Earns the trust, respect and confidence of the team members and customers through consistent honesty, forthrightness and professionalism in all interactions.
- Understands and follows applicable legislation, regulations and other standards to establish and/or maintain a safe work environment.
- Identifies what needs to be done and proactively takes appropriate action.
- Performs computations such as addition, subtraction, multiplication and division correctly; solves practical problems by choosing appropriately from a variety of mathematical techniques such as formulas and percentages.
- Uses lateral thinking, common sense and tenacity to decipher particularly difficult or complicated matters.
- Responds to difficult, stressful or sensitive interpersonal situations in ways that reduce or minimise potential conflict and maintains good working relationships among internal and external customers.
- Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to nonverbal cues and responds appropriately and effectively.

## INHERENT REQUIREMENTS

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EastLink has identified the following inherent requirements that are essential for the effective and safe performance of this role.

### PEOPLE

- Accessing, viewing and updating sensitive information which may relate to customers, employees and/or company intellectual property;
- Honest, trustworthy and high level of integrity;
- Interacting with colleagues and senior management from across the organisation;
- Interacting with suppliers and contractors providing a service to EastLink; and
- Working independently and also within a team.

### WORK ENVIRONMENT

- Adjusting ergonomic equipment such as a computer and/or chair height which may be required due to sharing resources;
- Be eligible to hold a current security pass for EastLink workplaces;
- Working across multiple locations which requires travel between such locations;
- Working in a multi-storey building;
- Working in an open plan office;
- Working within an audited work environment, receiving regular performance related feedback; and
- Meeting reasonable occupational health and safety standards which are in direct compliance with relevant laws.

## RESOURCE UTILISATION

- Using technology including photocopier, fax machine, etc;
- Using a telephone with handset or headset; and
- Using computer technology; including a large scale visual display unit, computer keyboard, mouse and/or scanner for extended periods of time.



## PHYSICAL

- Ability to speak and be clearly understood on the telephone;
- Being seated at a desk for prolonged periods of time while operating technology;
- Concentrating for reasonably long periods of time;
- Extended reaching;
- Keyboarding tasks;
- Listening, retaining information and understanding what is said; and
- Undertaking tasks which are visually demanding or critical for long periods of time.

## ELIGIBILITY TO APPLY

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To be eligible for employment with EastLink, you must be an Australian citizen, an Australian permanent resident, a citizen of New Zealand who entered Australia on a current New Zealand passport or a non-Australian citizen holding a valid visa with work entitlements.

## KEY SELECTION CRITERIA

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Advertised vacancies often attract a number of very good quality candidates so it is in your best interest to prepare an application that will demonstrate to EastLink that you are able to satisfy the requirements of the role.

Before you begin your application it is important that you read this document carefully and decide whether your skills and abilities match the requirements of the position. If you require additional information to make this assessment it is recommended that you phone Human Resources for a confidential discussion.

You may also wish to research additional information which may be sourced from documents found on our Internet site – [www.eastlink.com.au](http://www.eastlink.com.au)

The key selection criteria outlined in the advertisement and/or this document describes the essential areas against which EastLink will assess your employment application.

This is the most important part of your application as it is your opportunity to inform EastLink about your skills, abilities and experience. Under each key selection criterion you should outline your relevant skills and abilities and give relevant examples that demonstrate that you meet the requirement.

The information you provide against the key selection criteria will form the basis for short listing candidates for further consideration. It is important that you address each criterion thoroughly but succinctly and include only information that is relevant to the position.

## SUBMITTING AN APPLICATION

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Written applications are to be sent to the address nominated in the advertisement or this document. Your application must arrive before the advertised closing date to ensure consideration.

As outlined above, your application covering letter should contain statements addressing the selection criteria. In addition, a resume, which includes your personal particulars including day time contact details, employment history (list your most recent employment first), relevant qualifications and the names and contact details for at least three recent referees, including current manager or supervisor should also be provided.

Some things to remember:

- Be concise and organise your application
- Provide relevant examples when addressing the selection criteria
- Please don't include copies of qualifications or certificates (these can be obtained later)
- If forwarding your application by mail, please don't insert your application in folders, they are only discarded and disposed of prior to your application being considered

**Please be advised that applications which do not include a covering letter addressing the selection criteria and a current resume will not be considered.**

## SELECTION ACTIVITIES

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The selection process for this role consists of a number of important components all of which require success to be eligible for an appointment.

### INITIAL SCREENING

The selection process begins with EastLink reviewing your resume and making an assessment of your skills, knowledge and abilities giving consideration to our education, experience and employment history and assessing their relevance to the requirements of the position. It is important, therefore, that your application addresses all aspects of the selection criteria as clearly as possible. Spelling and grammar are an important element to your application, so you should review your application carefully prior to sending.



### TELEPHONE SCREENING

Human Resources may contact you by telephone to discuss your application and the position further. This is your opportunity to represent yourself, and to discuss why you have applied for the position. You will be able to talk about your expectations and find out more about the position and work environment.

### INTERVIEW

Short listed candidates will be interviewed by a small selection panel at either EastLink's Ringwood Office. If you have any special requirements (eg. disabled parking, wheelchair access) please contact Human Resources so that appropriate arrangements can be made.

The selection panel will ask you a series of behaviour based interview questions related to the selection criteria. At the interview, the panel will be seeking to determine your relative strengths and weaknesses in relation to the position by asking you about specific examples or occasions when you have displayed the required competencies.

You will have the opportunity to ask questions, given the chance to demonstrate your interest in and understanding of the position and its duties. You should allow up to an hour and a half for an interview. It isn't necessary to bring anything with you to the interview.

Candidates short listed at this stage of the selection process may be required to attend a second round interview.

### **TECHNICAL SKILLS ASSESSMENT**

Short listed candidates may be requested to complete technical competency assessment following the interview.

### **QUALIFICATIONS**

If you list formal qualifications on your application, please note that you may be required to provide the original qualifications at any time during the selection process.

However, if you are the successful applicant, either on engagement, promotion or transfer, you will be required to provide the original qualifications prior to commencement in the position.

### **PRE-EMPLOYMENT CHECKS**

EastLink is committed to providing a safe and healthy working environment for its employees, contractors and visitors. To achieve this, EastLink strives to ensure that employees are not required or permitted to undertake work for which they are not suited and to take appropriate measures to allow work to be done in a manner which will not put any person at risk to their health and safety.

To assist EastLink in achieving this objective, short listed candidates will be required to complete a pre-existing health declaration and must disclose any/all pre-existing injuries or diseases suffered, which, they reasonably believe could be accelerated, exacerbated, aggravated or caused to recur or deteriorate by them undertaking this role.

Short listed candidates may be required to undergo a vision assessment by an Optometrist and a hearing assessment by an Audiologist prior to commencing employment. The cost of this consultation will be met by EastLink.

### **REFEREES**

In accordance with EastLink policy a minimum of two (2) professional referees are required. This should include, where practicable, the most recent manager / supervisor who can be contacted to discuss the employment application.

### **ELIGIBILITY FOR APPOINTMENT**

Candidates who complete the selection process and meet all the selection criteria will be eligible for appointment with EastLink. Where there are more eligible candidates than available positions, offers of employment will be extended to those candidates whose attributes are most closely aligned with the organisation's requirements.



## OTHER INFORMATION

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### POSITION STATUS

This position is offered on a Permanent Full-time basis.

### REMUNERATION

The total remuneration, which includes superannuation, offered for this role will be negotiated with the employee.

### COMMENCEMENT

The commencement date for these positions is immediate start.

### PROOF OF ENTITLEMENT TO WORK

Upon commencement of employment with EastLink all new employees will be required to confirm their identity and present proof of entitlement to work in Australia. The following documents will be accepted:

- Australian birth certificate
- Australian citizenship certificate
- Certificate of evidence of citizenship
- Australian passport
- Valid visa with permission to work

### PROBATION

All new employees of EastLink will be subject to a probationary period of six (6) months. Confirmation of continuing employment beyond the end of the probationary period will be provided before the expiry of the probationary period and will be contingent upon satisfactory performance, satisfactory behaviour and meeting any necessary security

clearance or other specified employment pre-requisite requirements. During this period it is required that you work onsite every working day of this probationary period.

### **POLICE CHECK**

Successful applicants shall be required to consent to, and satisfactorily complete, a criminal history check upon commencement of employment at no cost to the employee.

### **LOCATION**

This role will be based at EastLink's Head Office in Ringwood.

### **HOURS OF WORK**

Shift lengths will typically be 7.5 hours. However, the successful applicant may be expected to work hours as is reasonably necessary for the proper performance of their duties whether during or outside normal business hours.

### **TRAVEL**

Travel expenses, as per EastLink policy will be reimbursed to employees requested to attend a location that is not their normal work location. The amount paid for motor vehicle expenses will be based on the Australian Taxation Office provided schedule and will be calculated on the additional distance they are required to travel over and above their normal travel between home and work.

### **WORK LIFE BALANCE**

A number of initiatives have been introduced across the organisation which demonstrates our commitment to work life balance. These initiatives are underpinned by our values and behaviours and are embedded in policy and procedural arrangements.

EastLink is committed to conditions of employment that support employees to achieve a successful work life balance through diversity of choice with regards to work patterns and a range of leave arrangements to enact the *Time Better Spent* philosophy of a better balance of work, family and lifestyle commitments benefiting employees and the organisation.

Some of the arrangements that EastLink supports includes:

- Flexible Working Hours
- Part Time Work
- Job Share
- Internal Promotional Opportunities
- Time in Lieu
- 48/52 Leave



### **BENEFITS**

EastLink also offer a range of benefits to enhance the employment experience of its people which include:

- Employee Tolls Reimbursement
- Fruit in the Workplace
- Health & Wellbeing Program including health assessments
- Employee Assistance Program

- Discount Employee Benefits
- Subsidised study fees
- Micro Market
- Free Coffee

### **SMOKE FREE WORKPLACE**

The health dangers associated with active smoking are well known. EastLink also recognises that passive smoking may be hazardous to health and that non-smokers should be protected from the involuntary inhalation of second hand tobacco smoke.

EastLink is a smoke free environment and smoking on EastLink work premises is not permitted.