



## ***POSITION DESCRIPTION AND SELECTION CRITERIA***

**POSITION TITLE: SENIOR ADMINISTRATION OFFICER - CDP**

**REPORTING TO: CDP OPERATIONS COORDINATOR**

**CLASSIFICATION: Full time fixed term contract**

**LEVEL: 4/5 (\$60,670 - \$68,881 per annum)**

**LOCATION: Alice Springs**

### **OBJECTIVES OF THE POSITION:**

Operating under the direction of the CDP Manager and with direct supervision from the Senior Activity Coordinator and in accordance with Regional Council corporate plans and policies and relevant legislation. This position is responsible for supporting the CDP team in the delivery of the CDP contract by providing clerical, administrative and operational support.

### **DUTIES AND RESPONSIBILITIES:**

- Liaise with CDP Team regarding Purchase Order requests and raise purchase orders
- Check documentary evidence prior to raising Purchase Orders, liaise with CDP staff to update the documents if its not as per the CDP contract guidelines
- Liaise with internal & external finance & accounts departments for timely release of payments, handle queries and issues
- Record management - maintain documentary evidence (physically & electronically) of all CDP purchases made
- Organise maintenance and repairs of CDP assets. Liaise with RSM's / CSM's / Work Supervisors to facilitate repairs and maintenance of CDP buildings in remote locations
- Upon delegation provide basic human resources and administration services to CDP team by assisting the Senior Activity Coordinator with recruitment and activity posters, collating time sheets, travel requisitions, booking staff accommodation, training, meeting venues
- Provide administrative support for meetings as requested by the CDP Management. Ensure that materials for meetings are prepared, relevant & accurate
- Ensure maintenance of records required for management of staff, CDP income and expenditure
- Manage the petty cash budget & CDP Manager's Credit Card



- Coordinate repair and maintenance of CDP office equipment in a timely manner
- Ensure there are adequate supplies of office stationery and other relevant office supplies and place orders with appropriate department as required
- Provide support to CDP Management in managing their day to day workload / operational requirements
- Perform any other work related duties delegated by the Senior Activity Coordinator and/or the CDP Manager

### **SELECTION CRITERIA:**

#### **Essential:**

- An awareness of issues affecting Aboriginal people in remote locations
- An ability to manage multiple tasks across a number of areas and projects
- Proven administrative skills in an office environment
- Good interpersonal skills and a basic knowledge of administration principles
- Ability to maintain confidentiality at all times in relation to both business and personal details
- Demonstrate active listening and ability to confidently and professionally communicate with a range of people including senior management, internal and external stake holders
- Pull together presentations / business reports based on a rough outline
- Demonstrated literacy, numeracy and computer keyboard skills of a high standard, with emphasis on word processing and spreadsheets.
- Sound report and letter writing skills
- Ability to be flexible in the workplace & undertake adhoc duties
- Demonstrated good customer service and cross-cultural communication skills
- Proven ability to meet deadlines, prioritise delegated tasks and work under pressure
- Sound knowledge of Work Health & Safety requirements.
- Agreement to an NT Police Criminal History checks and hold a current C Class drivers license (Manual)

Level 4 covers operational and administrative employees undertaking duties and responsibilities in excess of Level 3 and is the entry level for technical and trades employees.

**Authority and accountability:** Work performed is within general guidelines. May supervise work or provide on-the-job training, based on their skills and/or experience, to employees of the same or lower levels. Responsible for leading



employees in operational duties or the application of trades, administrative or technical skills.

**Judgment and problem solving:** The nature of the work is clearly defined with procedures well understood. Tasks performed may involve selection from a range of existing techniques, systems, equipment, methods or processes. Guidance is available from more senior staff.

**Specialist knowledge and skills:** Requires demonstrated competence in a number of key skill areas related to major elements of the job. Proficiency in the application of standardised procedures and practices. May also include the operation of tools, plant, machinery and/or equipment, in accordance with the requirements of the position. Performance of trades and non-trade tasks incidental to the work.

**Management skills:** Provide employees with on-the-job training, guidance and basic knowledge of workplace policies and procedures. Employees may lead small groups of employees at the 'work face'.

**Interpersonal skills:** Employees at this level require effective communication skills to enable them to communicate with clients, other employees and members of the public and in the resolution of routine and usual matters.

**Qualifications and experience:** Qualifications or relevant experience in accordance with the requirements of work in this level which may be acquired through:

a trade certificate or equivalent;

completion of accredited/industry-based training courses equivalent to a Certificate IV (non-trade); and/or

knowledge and skills gained through on-the-job training.

### ***Note to Candidates***

The Administration Officer will be expected to:

- Work with Aboriginal people that speak Anmatjere, Arrernte, Alyawarra and/or Warlpiri as a first language and non-aboriginal people.
- Drive a 4WD vehicle as required.
- Have a reasonable level of fitness.
- Hold a current drivers licence.
- Hold a current first aid certificate or have the ability to obtain this qualification.
- Meet all the requirements of the Regional Council Code of Conduct in the performance of their duties.



People of Aboriginal and Torres Strait Islander descent are strongly encouraged to apply.

Applications will not normally be acknowledged on receipt. Only short listed applicants will be contacted regarding the next phase in the selection process. To those applicants who are not short listed, we extend our thanks for considering Central Desert Shire Council as a potential employer.

Prior to appointment the successful applicant will need to provide a police clearance certificate and evidence of their eligibility to work in Australia.

Closing date for application is **8.00am on 30/01/17**

Applications marked 'Confidential' should be forwarded to:

Cathryn Hutton  
Chief Executive Officer  
PO Box 2257  
Alice Springs NT 0871  
Ph: 1300 360 605  
Email: [recruitment@centraldesert.nt.gov.au](mailto:recruitment@centraldesert.nt.gov.au)



## **VISION – TWO WAYS, ONE OUTCOME**

***(Indigenous and non-indigenous people working together for the best outcomes)***

### **INFORMATION FOR APPLICANTS FOR THE POSITION OF CDP ADMINISTRATION OFFICER**

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Central Desert Regional Council covers the following communities: Lajamanu, Yuendumu, Nyirripi, Yuelamu, Willowra, Ti Tree, Wilora, Nturiya, Pmara Jutunta, Laramba, Engawala, Atitjere and associated outstations plus a large area of currently unincorporated land.

Council has been operational since 1 July 2008, has an area of approximately 282,093 square kilometres and a population of 4,591.

#### **SALARY**

The salary is Level 4/5 with a range depending on qualifications and experience of **\$60,670.85 - \$68,881.70 per annum** plus superannuation and holiday leave loading. Additionally, following a successful annual performance review those not already on the highest step will receive the next step until the highest step level is achieved.

Employment terms will be as per the CDRC Enterprise Agreement 2016-2019.

#### **SUPERANNUATION**

Employer contributes 9.5% superannuation – employee shall have complete freedom of choice over the complying fund that their contributions are paid to, with the default being the Statewide Superannuation Scheme.

#### **SALARY SACRIFICING**

Council has entered into a contractual relationship with Remserv to administer the salary packaging process on its behalf. Remserv is offering a suite of benefits which Council believes may be useful to our staff. For more information please contact them on [remserv@remserv.com.au](mailto:remserv@remserv.com.au) or on 1300 30 39 40.

Staff are encouraged to seek independent financial advice over salary packaging.



**NOTE:** Local Government Councils are not entitled to Public Benevolent Institution Taxation Benefits and consequently Council can not legally offer such benefits.

## **ANNUAL LEAVE**

The employee is entitled to 6 weeks annual leave per annum or 4.385 hours annual leave for every week of continuous service.

## **LONG SERVICE LEAVE**

LSL will be in accordance with the Long Service Leave Act of the Northern Territory as amended.

## **PERSONAL LEAVE**

- a) An employee may take paid Personal/Carers' Leave if the leave is taken:
- Because the employee is not fit for work because of a personal illness, or personal injury affecting the employee; or
  - To provide care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because of:
    - A personal illness, or personal injury, affecting the member, or an unexpected emergency affecting the member.
    - For dealing with the consequences of domestic violence to the employee, immediate family or a member of the employee's household.
    - For paternity leave purposes to a maximum of three weeks
- b) The amount of personal leave to which the Employee is entitled depends on how long they have worked for the Employer and shall accrue at the rate of one day per month for each completed month of service .ie. 12 days per annum or 1.754 hours per week.
- c) The Employee is entitled to use up to 10 days as additional non cumulative paid bereavement leave per annum if a member of the Employee's immediate family or household dies.
- d) The entitlement to carer's or bereavement leave is subject to the person taking the leave being either a member of the Employee's immediate family or a member of the Employee's household.
- e) An employee, other than a casual employee, is entitled to two (2) days of paid compassionate leave for each occasion when a member of the employee's immediate family, or a member of the employee's household,:



- contracts or develops a personal illness that poses a serious threat to his or her life
- sustains a personal injury that poses a serious threat to his or her life
- dies

## **STUDY LEAVE**

The employee is entitled to 3 hours per week (including travelling time) for study leave by agreement with the relevant Director.

An employee who undertakes an approved course of study, or conference and training shall be reimbursed in any one year up to a \$1,000 for approved study costs (other than supplementary examinations and late enrolment or late entry fees).

## **LEAVE WITHOUT PAY**

Leave without pay provisions apply as approved by the CEO.

## **HOURS OF WORK**

38 hour week plus reasonable additional hours. A standard day is 7.6 hours unless otherwise authorized by Council.

## **CEREMONIAL LEAVE**

Generous leave conditions (10 days per annum) for cultural or spiritual beliefs will apply to employees who are adherent to Aboriginal culture and who practice Aboriginal spiritual beliefs.

## **PUBLIC HOLIDAYS**

The employee is entitled to statutory public holidays and Northern Territory gazetted public holidays for the region.

Additionally, the Council closes down between Christmas and New Year and the 3 working days involved are granted as leave with pay.

## **PROBATION**

The employee's employment will be subject to an initial probationary period of six months.

## **RELOCATION EXPENSES**

The Regional Council's relocation policy which is on the website will apply.