



POSITION DESCRIPTION AND SELECTION CRITERIA

POSITION TITLE: Administration Officer

REPORTING TO: Youth and Communities Operations Coordinator

Proposed Level: Level 4 \$60,670-\$64,867 per annum

Classification: Full Time

Location: Alice Springs

OBJECTIVES OF THE POSITION:

Operating under the direction of the Youth and Communities Manager and in accordance with Council Corporate plans and policies and relevant legislation; this position has a focus on providing administrative support and assisting in building the capacity of the Youth and Communities team.

DUTIES AND RESPONSIBILITIES:

- Provide clerical and administrative support requiring sound judgement, initiative, confidentiality, sensitivity, planning and time management techniques.
- Receive and collate data for reporting purposes
- Provide general customer service and support.
- Organise travel arrangements and logistics as requested by Youth and Communities Management.
- Under the instructions of the Youth and Communities Operations Coordinator organise quotations, create purchase orders and coordinate deliveries of goods for services as authorized in accordance with Council's Purchasing Policy.
- Provide administrative support for meetings as requested by the Youth and Communities Management.
- Provide basic Human Resources administration services by tending to payroll enquiries, maintaining documentation regarding recruitment, employee attendance, staff training and mandatory staff requirements.
- Effectively contribute as a member of a team in the management of the Council and promote a safe and harmonious work environment.
- Perform other duties as requested by the Youth and Communities Manager or the Operations Coordinator.

SELECTION CRITERIA

Essential

- An awareness of issues affecting Aboriginal people in remote locations and ability to provide effective support in a cross-cultural environment.
- Ability to work productively and collaboratively within a fast paced multidisciplinary team environment .
- Relevant experience in a similar community services support/ administration role.
- Good interpersonal skills and a sound knowledge of human resource management.
- Demonstrated effective customer service with an ability to liaise with internal and external stakeholders orally and in writing.
- Demonstrated high standard of computer skills including Microsoft office suite.
- Demonstrated ability to collect, collate and analyse data , and maintain a high standard of record keeping
- Demonstrated ability to research issues and draft reports.
- Demonstrated high level time management skills and ability to prioritise and manage multiple tasks.
- Sound knowledge of Occupational Health and Safety requirements.
- Hold a current NT Police Criminal History check, Ochre card and hold a current drivers license.

Desirable

- Knowledge of Community safety and Youth Sport and Recreation Programs
- Understanding of NT Local Government structure.

POSITION ATTRIBUTES:

Level 4

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 Youth and Communities Administration Officer will be expected to:

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

People of Aboriginal and Torres Strait Islander descent are 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 Regional 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.

Applications marked 'Confidential' should be forwarded to:

Cathryn Hutton

Chief Executive Officer

PO Box 2257

Central Desert Regional Council

Alice Springs NT 0871

Or email to recruitment@centraldesert.nt.gov.au.