



POSITION DESCRIPTION

Administration Officer

Position	Administration Officer
Classification Level	Level 3
Location	Wadeye / Peppi / Palumpa
Reports to	Community Services Manager

ORGANISATION

Located within the Top End of the Northern Territory, the West Daly Regional Council (WDRC) covers 14,000 square kilometres and has a population of more than 3700 residents throughout the communities of Wadeye, Nganmarriyanga and Peppimenarti as well as the surrounding 33 homelands, 11 of which are serviced by Council. Wadeye is the largest remote community and the fifth largest town in the Northern Territory.

A young and vibrant Regional Council, our vision is to deliver quality services and support development opportunities, including local jobs for local people, along with implementing a range of strategies that will help shape a prosperous and sustainable future for the region.

The council's long-term goals are to:

- Provide good governance, leadership and advocacy
- Provide local employment and strong regional economy
- Provide high quality services within financial resources available
- Maintain and develop council's assets, natural resources and country
- Ensure Strong, safe and healthy communities that respect culture, heritage and change

ATTRIBUTES

Service Work performed is of the highest quality, innovative and solutions focused.

Ethical Applies the highest standards of integrity and ethical conduct.

Attitude Demonstrates a positive approach, appropriate behaviors and teamwork.

Discretion Makes appropriate decisions, sound judgements and communicates effectively.

Safe Work practices performed apply and promote Work Health Safety standards.

POSITION

This position will provide administration support to the West Daly Regional Council employees located at Wadeye. The incumbent will oversee, guide and develop the administration staff (Library and Customer Services Officer) at Wadeye.

ROLE RELATIONSHIPS

Internal	External
Community Services Manager (Wadeye)	Community Residents
Wadeye staff	Government Departments
All Council staff (as required)	Community Organisations
Library (Wadeye)	Contractors/ Consultants
Customer Services Officer (Wadeye)	

DUTIES

Primary Tasks

- Day to day supervision, workload management and upskilling of the Library and Customer Services Officer;
- Assist in the smooth day-to-day operations of the Wadeye Council office;
- Provide administrative support for Council's Wadeye Office including:
 - maintaining records; drafting correspondence; filing; working with the administration staff to screen telephone calls and attend to Council office visitors; scheduling appointments and meetings; and assisting with travel arrangements.
- Create purchase requisitions;
- Review invoices, accounts and receive goods;
- Wadeye Store stocktake, reconciliation and verification of goods received;
- Petty cash management and reconciliation;
- Reconciliation and on-costing of Puma Fuel transactions;
- Administer funeral arrangements for Wadeye community;
- Incoming and Outgoing Mail;
- Data Entry of Job Cards;
- Payroll administration and liaison with Community Services Manager;
- Administer employee leave plans for Wadeye staff;
- Records Maintenance and assist with the transition (where possible) to electronic records management;
- Manage and administer stationery and consumable supplies;
- Liaise effectively with all levels of staff within the Council and external organisations;
- Assist staff with basic IT support;
- Ensure discretion and confidentiality is adhered to and promote the Council's image in a positive manner;
- Maintain a safe working environment and ensure Workplace Health & Safety regulations are adhered to;
- Provide administrative support to the Homelands Administration Officer (as and when time permits);
- General office duties and any other duties as directed commensurate with skills and experience.

RESPONSIBILITY/ACCOUNTABILITY

Teamwork

- Develop a team approach to problem solving and encourage innovative practice.
- Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and Council personnel.
- Support a collaborative culture with internal and external stakeholders and motivate team members by inculcating a dynamic working environment that nurtures innovation.

Work Health & Safety

- Within your area of responsibility, ensure compliance with work, health and safety legislation and Council's work health and safety policies and procedures.
- Contribute to organisational continuous quality improvement and internal reporting.
- Take reasonable care to protect the health and safety of staff and others.
- Actively participate in safety improvement activities.

General

- Comply with the Council's 'Code of Conduct' and all other policies and procedures adopted by Council as varied from time to time.
- Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
- Other duties, consistent with skills and experience, as directed by the Community Services Manager.

SELECTION CRITERIA

Essential Qualifications & Experience

- Demonstrated administrative and customer service experience;
- Conversant with the Microsoft Office Suite of Products and the ability to utilise a range of other computer programs to produce reports and correspondence;
- Experience writing reports and drafting correspondence;
- Previous experience supervising staff or a small team;
- Current National Criminal History Check; and
- Working with Children (OCHRE) Card.
- Vaccinated against Covid-19 (as per NT Chief Health Officer's Direction)

Knowledge, Skills & Abilities

- Demonstrated high level interpersonal, verbal and written communication skills;
- Ability to be discreet and maintain confidentiality;
- Proven ability to participate as part of a team and to work co-operatively with Council staff;

- Knowledge of the local community at Wadeye;
- Demonstrated time management and organisational skills, including an ability to juggle multiple priorities and complete tasks within required timeframes, work independently and flexibly, exercise initiative and attend to detail;
- Ability to work with a culturally diverse range of people.

APPROVAL

Matthew Eastham

Matthew Eastham ASM
Chief Executive Officer

Dated: May 2021

Created	May 2021
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Version	1.0
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