

## POSITION DESCRIPTION

# Administrative Assistant (Human Resources)

<b>Position</b>	Administrative Assistant (Human Resources)
<b>Employment</b>	Permanent, Full Time – Level 5
<b>Location</b>	Darwin
<b>Reports to</b>	Chief Performance & Capability Officer

## ORGANISATION

Located within the Top End of the Northern Territory, the West Daly Regional Council (Council) 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, 14 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:**

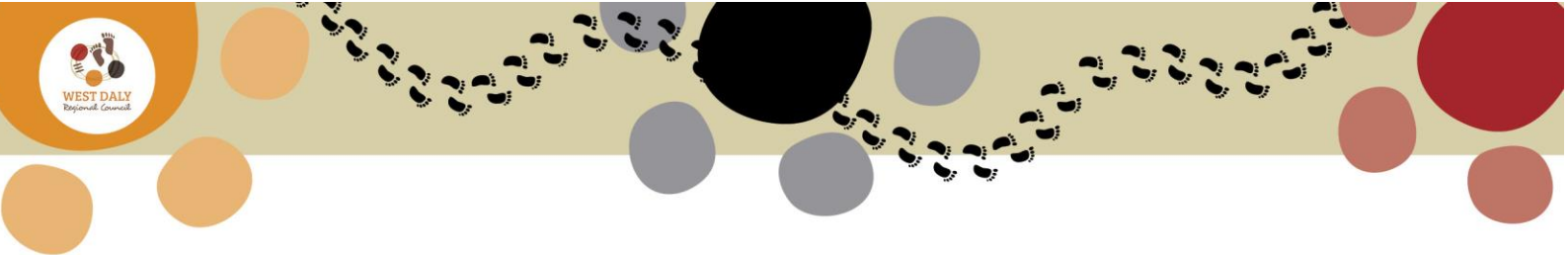
- Provide good governance, leadership and advocacy
- Provide local employment and strong regional economy
- Provide high quality services within financial resources available
- Maintain and develop council's assets, natural resources and country
- Ensure Strong, safe and healthy communities that respect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

The Administrative Assistant (Human Resources) will work collaboratively with the People, Performance & Capability team to provide support, coordination and administration to deliver HR services to Council.



## ROLE RELATIONSHIPS

Internal	External
CEO	NT Government
Executive Leadership Team	LGANT
EA to CEO	Elected Members
Administration Coordinator	Fair Work Commission and WorkSafe NT
Community Service Managers	Council's Insurer and RTW Coordinators
Chief Performance & Capability Officer	
People, Performance & Capability Team	

## DUTIES

### Primary Tasks

#### Recruitment & Selection

Assist in the recruitment and selection process including:

- Develop, review and up-date position descriptions;
- Work with recruiting managers to prepare appropriate paperwork and approvals;
- Develop job advertisements and interview guides;
- Screen and respond to candidate enquiries;
- Monitor and respond to Recruitment inbox emails;
- Set-up and assist with candidate interviews as required and completing the credentialing and referee process;
- Prepare employment contracts (utilising templates); and
- Close out recruitment process with unsuccessful candidates.

#### On-boarding

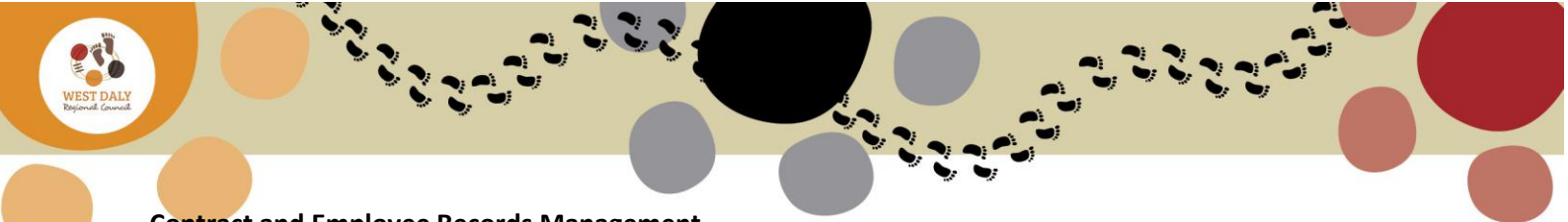
Ensure the employee on-boarding experience of new employees to Council is well planned and administered including:

- New employees are inducted and oriented appropriately (including offer of employment, new start packs, induction and probation management).

#### Support to managers and staff

Provide assistance to managers and employees on employment related matters including:

- Leave management and interpretation of the Council's; Enterprise Agreement and Policies together with employment related legislation; and
- With the support of external IR specialist advice and support:
  - assist with the gathering of information to assist with external hearings such as (but not limited to) Fair Work Commission and WorkSafe NT;
  - assist with managing dispute resolution within Council (and as necessary with external parties); and
  - seek external counsel as and when required to ensure sound and timely IR advice.
- Source external advice (as necessary) and provide HR support in a range of employee relations and performance management matters.



### **Contract and Employee Records Management**

- Coordinate the employment contracting process for the Council's workforce.
- Administer the electronic HR records management of employee files.
- Maintain excellent HR records including the documentation of all HR issues.
- Work with the Chief Performance & Capability Officer to efficiently and effectively collate data for HR metrics and monthly reporting.

### **Off-boarding**

Manage the exit processes for employees (including but not limited to):

- Liaising with employee in relation to separation process and accrued entitlements, payroll and IT respectively;
- Conduct Exit interviews; and
- Ensure return of Council resources and intellectual property etc.

### **Professional, on-the-job and cultural competency development**

- Actively participate in opportunities to develop skills and experience both on-the-job and professionally through supported skill, professional and cultural competency development.

### **Other Duties**

- Contribute to the development and ongoing review of HR Policies and Procedures;
- Process map and develop HR forms, templates and documents; and
- Other duties commensurate with skills and experience, as directed by the Chief Performance & Capability Officer.

## **RESPONSIBILITY/ACCOUNTABILITY**

### **Teamwork**

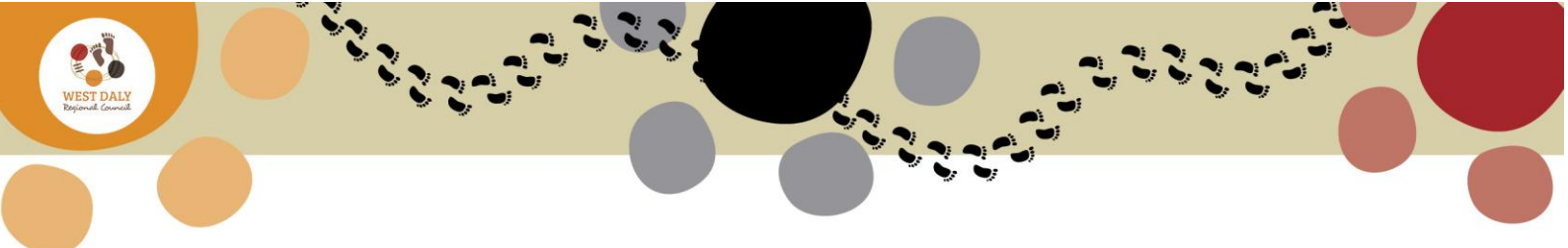
- Practice a team approach to problem solving and encourage innovative practice.
- Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and Council personnel.
- Support a collaborative culture with internal and external stakeholders 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 '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 Chief Performance & Capability Officer.



## SELECTION CRITERIA

### Essential Qualifications & Experience

- Certificate or Diploma in Business Administration, or equivalent work-related experience;
- Sound knowledge and experience in office administration, and a reasonable understanding of accounting or finance practices;
- Conversant with the Microsoft Office Suite of Products, in particular Outlook, Word and Excel, and the ability to quickly learn new systems as required;
- Current National Criminal History Check; and
- Current Northern Territory Drivers Licence.
- Vaccinated against Covid-19 (as per NT Chief Health Officer's Direction)

### Knowledge, Skills & Abilities

- Demonstrated high level interpersonal, verbal and written communication skills;
- Well-developed written and verbal communication skills;
- Well-developed interpersonal skills with the ability to remain calm under pressure, to use initiative and good judgement to solve problems;
- Ability to be discreet, maintain confidentiality and manage sensitive issues;
- Ability to work in a cross-cultural environment;
- Proven ability to participate as part of a team and to work collaboratively across Council; and
- 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 attention to detail.

## APPROVAL

*Matthew Eastham*

Matthew Eastham ASM  
Chief Executive Officer

Dated: 23<sup>rd</sup> August, 2021

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