

POSITION DESCRIPTION

Cleaner / Administration Assistant

Position	Cleaner / Administration Assistant
Classification Level	Level 1
Location	Palumpa
Reports to	Community Services Manager (Directly) Administration Coordinator (Indirectly)

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, a number of which are serviced by Council. Wadeye is the largest remote community and the fifth largest town in the Northern Territory.

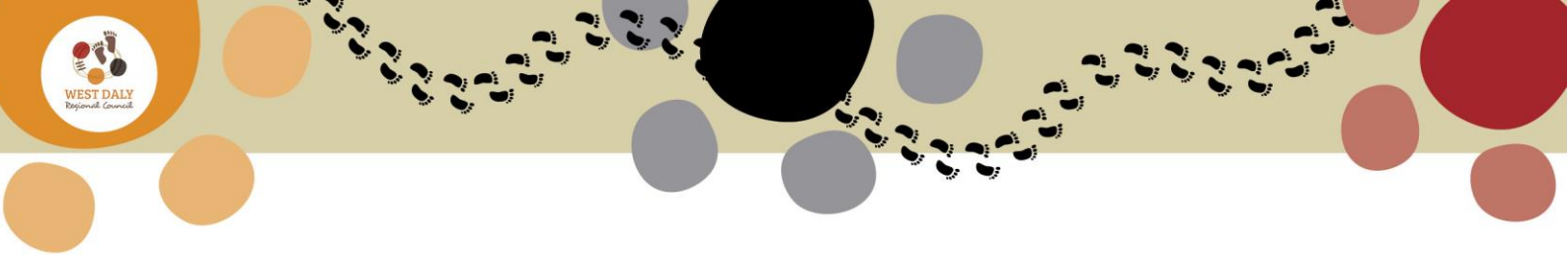
A young and vibrant Regional Council, our vision is to deliver quality services and support development opportunities, including local jobs for local people, along with implementing a range of strategies that will help shape a prosperous and sustainable future for the region.

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 ensure that all West Daly Regional Council’s facilities located at Palumpa are clean, neat and tidy. In addition, the incumbent will provide general administration support.

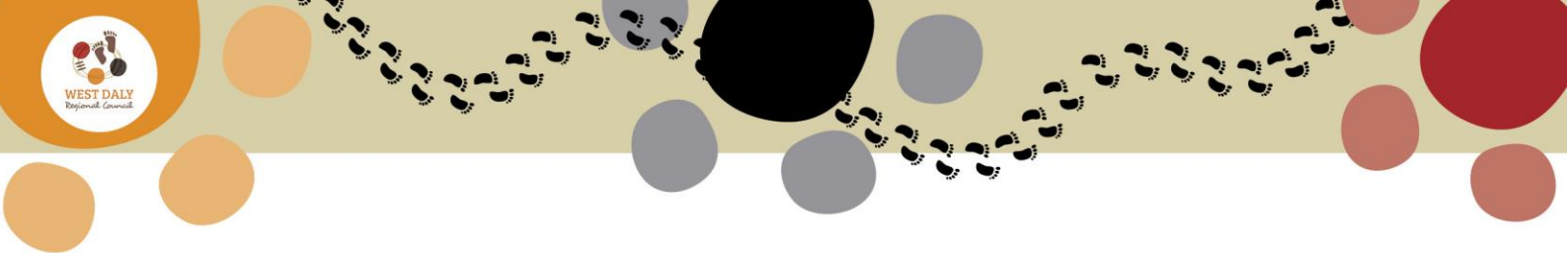
ROLE RELATIONSHIPS

Internal	External
Chief Executive Officer	Consultants
Executive team	Community Members
Regional Service Managers	
All Council Staff	

DUTIES

Primary Tasks

- Ensure that all Council facilities are clean and tidy at all times which includes (but is not limited to):
 - Cleaning (dusting, sweeping, vacuuming and mopping of kitchen, common areas, offices, Centrelink service area, restrooms, Council accommodation);
 - Ensure well maintained stock and efficient ordering of cleaning chemicals and equipment;
 - Stocking and supplying designated Council facilities; and
 - Performing and documenting routine inspection and maintenance activities.
- Attention to detail in maintaining high standards of hygiene in all Council facilities.
- Providing administrative support for all Palumpa WDRC departments, including maintaining records, drafting correspondence, filing, screening telephone calls and visitors, scheduling appointments and meetings.
- Communicate with a range of community residents and customer queries face-to-face, over the phone, email and fax.
- Ensure confidentiality of sensitive and/or personal employee information.
- Undertake additional duties commensurate with skills and experience, as directed by the Community Services Manager and Administration Co-ordinator.



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 WDRC 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 to the Health Safety & Risk Officer.
- Take reasonable care to protect the health and safety of staff and others.
- Actively participate in safety improvement activities.

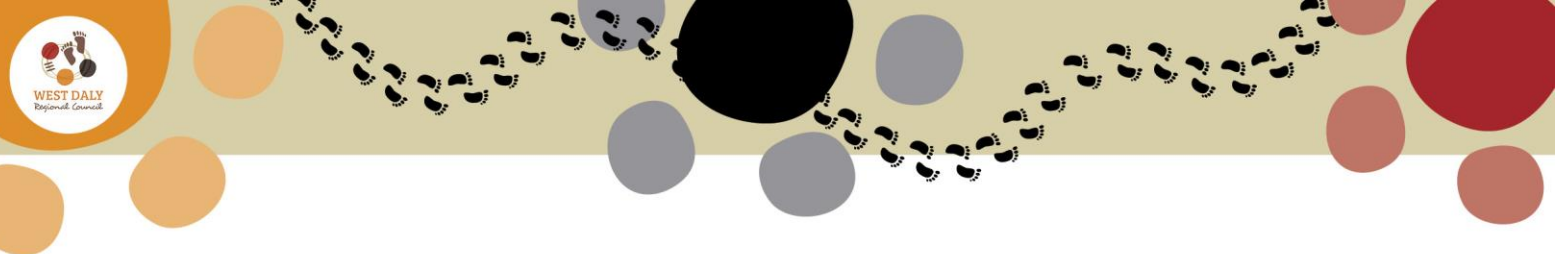
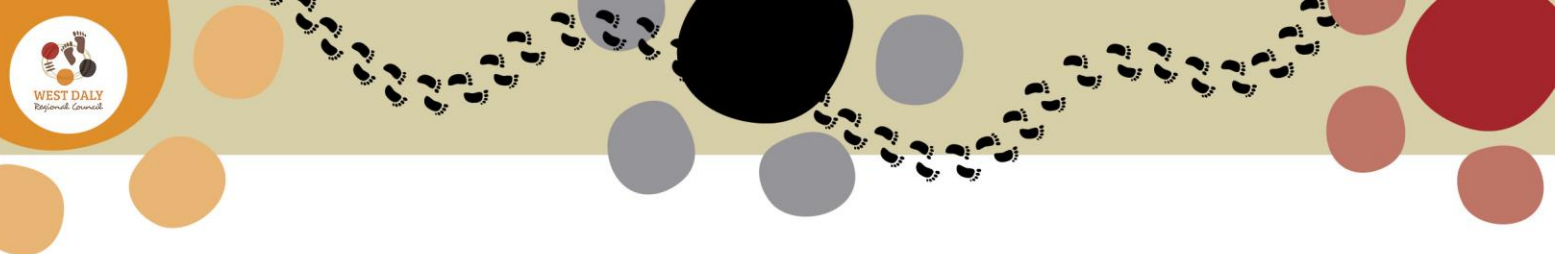
General

- Comply with the WDRC 'Code of Conduct' and all other policies and procedures adopted by WDRC 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

- Previous experience working as part of a close-knit team.
- Administration experience
- Experience working as a Cleaner.
- Current Northern Territory Driver's Licence.
- National Criminal History Check clearance.
- Current Working with Children/Ochre Card.
- Vaccinated against Covid-19 (as per NT Chief Health Officer's Direction)



Knowledge, Skills & Abilities

- Ability to be able to carry out cleaning duties that are of a physical nature.
- An awareness of the principles of Work Health & Safety.
- Ability to be discreet and maintain confidentiality.
- Attention to detail.
- Knowledge of the local Community.

APPROVAL

Matthew Eastham

Dated: 21 December, 2021

Matthew Eastham ASM
Chief Executive Officer

Created	December 2021
Version	1.0