



POSITION DESCRIPTION

Administration Coordinator

Position	Administration Coordinator
Classification Level	Level 5
Location	Darwin
Reports to	Chief Performance & Capability Officer

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, 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

This position will coordinate all administration support services to the West Daly Regional Council employees located in the West Daly Region and Darwin Office. The Administration Coordinator will coordinate the administration staff to ensure consistency, efficiency and effectiveness of administration services across Council.

ROLE RELATIONSHIPS

(Dual reporting with Community Service Managers)

Administration Officer (Wadeye)
Administration Assistant (Palumpa)
Administration/Centrelink Officer

Direct Report

Trainee

Indirect Reports

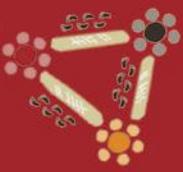
Library (Wadeye)
Customer Services Officer (Wadeye)
Administration/Centrelink (Peppi)

Internal	External
Executive Assistant to CEO	Service Providers
Chief Executive Officer	Government Departments
Chief Performance & Capability Officer	Community Organisations
Community Services Managers	Centrelink
All Council staff (as required)	Contractors/ Consultants
Office Trainee	Community

DUTIES

Primary Tasks

- Work with the Administration staff to ensure a consistent, streamlined approach to Council's administration functions across all communities.
- Coordinate training of Administration staff (and in collaboration with the EA to CEO & Mayor the Office Trainee) in all aspects of their roles;



- In collaboration with Community Service Managers:
 - ensure balanced workloads across all Administration staff; and
 - participate in Performance Appraisals of Administration staff and identify areas for development.
- Ensure smooth, efficient and effective administration of all Council offices;
- In collaboration with the Administration Trainee, Coordinate travel arrangements (including bookings of the VOQ and Car Hire);
- Ensure Centrelink staff maintain compliance with Centrelink training and compliance;
- Create purchase requisitions, review invoices, accounts and receive goods;
- Ensure Administration staff keep well maintained office supplies and equipment;
- Administer registrations & inspections of all Council fleet (plant and vehicles);
- Maintaining the internal asset register;
- Administration of Council's Phone Register and activation of all WDRC devices;
- In collaboration with the Grants Coordinator, update the website and social media accounts;
- Processing and recording of Insurance claims;
- In collaboration with the Trainee: prepare, issuing and record Employee of the Month (EOTM) recognition;
- Administer Council's Residential Tenancy Agreement inspections for communities;
- Develop, implement, and monitor standard operating procedures for administration functions;
- Liaise effectively with staff at all levels within the Council and external organisations;
- 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;
- Travel (as required) to the Council's remote communities;
- Provide back-up support to the EA to CEO; and
- General office duties and any other duties as directed commensurate with skills and experience.

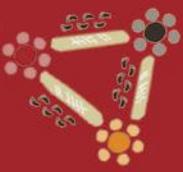
RESPONSIBILITY/ACCOUNTABILITY

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 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;
- 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;
- Conversant with the Microsoft Office Suite of Products, in particular Outlook, Word and Excel, and the ability to quickly learn new systems as required;
- Strong organisational skills and attention to detail, coupled with proven ability to complete tasks within required timeframes;
- Ability to work independently and as a member of a team;
- Ability to be discreet, maintain confidentiality and manage sensitive issues;
- Ability to supervise and mentor staff in a cross-cultural environment within the context of developing the capacity of local Indigenous people;
- Current National Criminal History Check; and
- Working with Children (OCHRE) Card.

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 and understand the complexities of living and working in remote community;
- 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; and
- Ability to work with a culturally diverse range of people.



APPROVAL

Matthew Eastham

Matthew Eastham
Chief Executive Officer

Dated: 22nd July 2021

Created	July 2021
Version	1.0