

ADMINISTRATION ASSISTANT



Position:	Administration Assistant
Classification Level:	Level 4.1
Location:	Wadeye
Reports to:	Community Services Manager

Organisation

The West Daly Regional Council commenced operations on 1 July 2014 as part of local government reforms in the Northern Territory. The Regional Council includes the communities of Peppimenarti, Palumpa and Wadeye and surrounding homelands and has a population of over 3,000 residents.

Council delivers core local government services such as municipal, civil and waste management and agency contracted services such as aged care, community night patrol and sport and recreation.

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 Administration Assistant position is responsible for providing a high level of administration support to the West Daly Regional Council. Activities include reception, correspondence, reporting, financial reconciliations, travel management, records management, and stock and stationery ordering.

Stakeholders

Internal	External
Chief Executive Officer	Community Residents
Management Team	Government Departments
Other Council Staff	Community Organisations
	Contractors/ Consultants

Specific Duties

1. Provide administrative support for Council's Darwin Office including: maintaining records; drafting correspondence; filing; screening telephone calls and visitors; scheduling appointments and meetings; making travel arrangements; and organising catering for visitors, meetings and functions.
2. Create purchase orders, check invoices and accounts and receive goods.
3. Petty cash management and reconciliation.
4. Reconciliation of Cab Charges, Puma Fuel Card Statement, Telstra Accounts.
5. Check and review quarterly Power and Water Invoices and complete register.
6. Responsible for Vehicle Registrations and Inspections.
7. Eftpos payments/receipts for Accounts Receivable.
8. Incoming and Outgoing Correspondence.
9. Data Entry of Job Cards.
10. Incident (non personal) and Insurance Claims.
11. Records Maintenance.
12. Purchase stationary and stock when required.
13. Liaise effectively with all levels of staff within the Council, external agencies and outside organisations, to assist in the smooth day-to-day operation of the Executive Management Team and general Council offices.
14. Ensure discretion and confidentiality is adhered to and promote the Council's image as an efficient and effective organisation.
15. Maintain a safe working environment and ensure Workplace Health Safety regulations are adhered to.
16. General office duties and any other duties as directed.
17. Travel to the West Daly regional communities when required.

Selection Criteria

Essential

1. Demonstrated effective administrative and customer service skills, including the ability to be discreet, maintain confidentiality and discern sensitive issues.
2. Demonstrated high level interpersonal, oral and written communication skills.
3. Proven ability to participate as part of a team and to work co-operatively with Council staff members and peers in achieving objectives.
4. Demonstrated organisational skills, including an ability to work under pressure and complete tasks within required time frames, work independently and flexibly, exercise initiative and attend to detail.
5. Ability to utilise a range of computer programs to produce reports and correspondence.
6. Ability to prioritise workloads and work independently and in a team.
7. Sound knowledge of the principles of Workplace Health Safety.
8. Current National Criminal History Check
9. A current Northern Territory driver's licence.

Desirable

1. A current NT driver’s licence.
2. An appropriate tertiary qualification or willingness to undertake relevant training.

CHANGES TO JOB DESCRIPTION:

It may be necessary to consider changes in this job description from time to time in response to the changing nature of Council’s work environment, organisational and/or statutory changes.

Approval/ Agreement

This appointment is a full time position and the appointed applicant will be required to undergo a criminal history check. The position holder must be willing to adhere to Council’s Code of Conduct, Conditions of Employment, Policies and Procedures.

Shaun Hardy
Chief Executive Officer

I _____ have read, understood and agree to the above position description and accept the employment appointment.

(Signature)

(Date)

Created	7 November 2017
Version	1
Reviewed	