

# KATHERINE TOWN COUNCIL – POSITION DESCRIPTION



1. POSITION INFORMATION			
POSITION TITLE:	Administration Officer	REPORTS TO:	TBA
POSITION LEVEL:	Level 4	FINANCIAL DELEGATION	\$2,000.00
DEPARTMENT:	Infrastructure & Environment	BUSINESS UNIT:	Administration
REVIEWED BY:	Human Resources	REVIEW DATE:	N/A
APPROVAL DATE:	6/4/2021	APPROVED BY:	CEO

**2. POSITION CONTEXT**

This is a casual administrative support positions based in the Infrastructure and Environment Department. The position is responsible to the provision of high-level administrative support for services, works, contracts and initiatives relating to the outputs of the Department. Provide internal support for Managers and Directors for matters relating to the Department’s works and services, project support and other ad hoc administrative duties. The Infrastructure and Environment Department provides internal and external services related to Municipal works and services for Katherine and Binjari communities, including Waste Management, Airport, Cemetery, Buildings and Facilities, Road Network, Stormwater Network, Outdoor Lighting, Parks, Open Spaces and Trees, as well as management of Council’s Fleet of plant and equipment.

- 3. POSITION’S KEY RESPONSIBILITIES**
1. Provide professional secretarial and administrative support to the Infrastructure & Environment Services team to ensure that operations are maintained in an effective and accurate manner and support pressing deadlines.
  2. Liaise and communicating with external customers, user groups, stakeholders, and contractors to act on behalf of Council regarding the engagement and/or following up of requests, information, works and services.
  3. Undertake administrative duties to assist in the tendering, undertakings or procuring of works, services and/or projects.
  4. Undertake financial support for the Department in seeking quotes, writing purchase orders and tracking budgets.
  5. Oversee administrative duties relating to service requests within the Department such as the buildings and facilities, road, cycle and footpath networks, outdoor lighting, waste, cemetery, parks and open spaces, and other reasonable components of the Infrastructure and Environment Department.
  6. Assist with the management of Council contractors who are engaged to undertake works, or provide administrative services related to domestic rubbish collections, cleaning and maintenance programs for Council buildings and facilities, road, cycle and footpath networks, outdoor lighting, cemetery, parks and open spaces.
  7. Assist in the effective management of Council facility hires, including key management, ingoing and outgoing inspections, contractor engagement for works etc.
  8. Input data, records and information to current systems and programs that provide integrity to Council’s processes and service delivery in an accurate and timely manner.
  9. Assist in producing standard and non-standard Council Report and Plans including accurate and concise information and data relating to Departmental works and services as required.
  10. Process permits and applications received for Development Planning, road opening/closing, oversize/over mass vehicles, asbestos and deep burial.
  11. Provide relevant support services to the Binjari Aboriginal Community Association.
  12. Work collaboratively and cross-functionally with the other Infrastructure and Environment Administration Staff and the rest of the organisation as appropriate.
  13. Other responsibilities as shall be reasonable associated with or incidental to the above responsibilities or as shall, in the course of the employment be agreed between the parties as being or forming part of the duties.

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## 4. ORGANISATIONAL RESPONSIBILITIES

1. Ensure compliance with Workplace Health and Safety requirements. Comply with workplace procedures for risk identification, risk assessment and risk control. Participate in activities associated with the management of workplace health and safety. Identify and report health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace.
2. Assist in the implementation of the Katherine Town Council's Local Counter Disaster Sub-Plan in the event of a disaster;
3. Ensure incumbent is dedicated to servicing our community and will listen to and proactively respond to their needs;
4. Foster sustainable, honest relationships with the community and stakeholders
5. Perform and deliver results that align with organisations strategic direction and serve our community;
6. Work in accordance with Council's Vision and Mission statement.
7. Provide excellent customer service through incoming telephone calls, email and front counter enquiries

## 5. Level of Responsibility

Authority & Accountability	The exercise of discretion within standard practices and processes and may involve the exercise of high precision occupational skills using various specialised techniques, systems, equipment, methods or processes. Positions provide local decisions, direction, leadership and on-the-job training to supervised employees or groups of employees.
Judgment & Problem Solving	Skills to solve problems which require assessment of a range of options having elements of complexity in reaching decisions and making recommendations. For supervisors, the work processes often requires the quantification of the amount of resources needed to meet those objectives. Assistance may be readily available from other staff in the work area in solving problems.
Specialist Knowledge & Skills	Requires demonstrated competence in a number of key skill areas related to major elements of the job. Proficiency in the application of standardised procedures and practices. May also include the operation of tools, plant, machinery and/or equipment, in accordance with the requirements of the position. Performance of trades and non-trade tasks incidental to the work.
Management Skills	Provide employees with on-the-job training, guidance and basic knowledge of workplace policies and procedures. Employees may lead small groups of employees at the 'work face'.
Interpersonal Skills	Persuasive communication skills are required to participate in specialised discussions to resolve issues, including explaining policy to the public and/or others and reconciling different points of view.
Qualifications & Experience	Qualifications or relevant experience in accordance with the requirements of work in this level which may be acquired through: <b>(a)</b> a trade certificate or equivalent; <b>(b)</b> completion of accredited/industry-based training courses equivalent to a Certificate IV (non-trade); and/or <b>(c)</b> knowledge and skills gained through on-the-job training.

## 6. SELECTION CRITERIA

Essential	<ul style="list-style-type: none"> <li>• Demonstrated ability to meet the positions key responsibilities;</li> <li>• Excellent written and verbal communication skills;</li> <li>• High level administrative skills including ability to work independently;</li> <li>• High level computer skills: experience in Microsoft Officer products and packages;</li> <li>• High Level customer service experience and skills;</li> <li>• Ability to work independently and problem-solve;</li> </ul>
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	<ul style="list-style-type: none"> <li>• Ability to understand various legislations, statutory obligation, and Council policies in order to make informed decisions.</li> <li>• Extensive knowledge and skill gained through on-the-job training;</li> <li>• Minimum experience of 2 years in similar or related administrative role.</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• Experience in Local Government</li> <li>• Current NT Drivers Licence</li> </ul>
<b>7. ACKNOWLEDGMENTS</b>	
Employee:	Date:
Manager/HR:	Date: