

## POSITION DESCRIPTION AND SELECTION CRITERIA

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|-----------------------|-------------------------|
| <b>Position Title</b> | Administration Officer  |
| <b>Reporting To</b>   | Fleet and Depot Manager |
| <b>Classification</b> | Permanent Full Time     |
| <b>Level</b>          | Level 4                 |
| <b>Location</b>       | Alice Springs           |

### OBJECTIVES OF THE POSITION:

Operating under the direction of the Fleet and Depot Manager and in accordance with Council corporate plans and policies and relevant legislation this position is responsible for supporting the Fleet and Depot Manager in the management of the Fleet and Depot by providing Services including vehicle maintenance, home garaging, vehicle allocation, relocation and vehicle replacement program, removal and delivery service for vehicles and purchasing relating to vehicle repairs and maintenance.

### DUTIES AND RESPONSIBILITIES:

The key responsibilities may be modified from time to time to ensure that outcomes are coordinated with Council operational and Corporate Plans. Without limiting the above, the key responsibilities of the position will be:

- Carry out tasks associated with the maintenance activity (routine and non-routine) relating to the Departmental fleet vehicles and plant equipment to ensure a roadworthy condition is maintained.
- Coordinate duties associated with the allocation of vehicles to Remote Communities and individual officers.

- Co-ordinate the provision of fuel cards and ordering for fuel, lubricants and critical spare parts to all Departmental fleet vehicles plant and equipment.
- Perform duties associated with the relocation of vehicles (eg transfer to alternative location).
- Maintaining record keeping associated with the vehicle management and maintenance programs Fleet Software
- Liaise with Department staff, vehicle custodians and managers as to their service requirements.
- Assist with local purchasing relating to vehicle repairs and maintenance. Maintain customer request management system records and other records relevant to the Fleet Plant and Equipment
- Maintain vehicle registration record keeping and payments.
- All other duties as requested within employees level.

#### **POSITION ATTRIBUTES:**

##### **Level 4**

Level 4 covers operational and administrative employees undertaking duties and responsibilities in excess of Level 3 and is the entry level for technical and trades employees.

**Authority and accountability:** Work performed is within general guidelines. May supervise work or provide on-the-job training, based on their skills and/or experience, to employees of the same or lower levels. Responsible for leading employees in operational duties or the application of trades, administrative or technical skills.

**Judgment and problem solving:** The nature of the work is clearly defined with procedures well understood. Tasks performed may involve selection from a range of existing techniques, systems, equipment, methods or processes. Guidance is available from more senior staff.

**Specialist knowledge and 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:** Employees at this level require effective communication skills to enable them to communicate with clients, other employees and members of the public and in the resolution of routine and usual matters.

**Qualifications and experience:** Qualifications or relevant experience in accordance with the requirements of work in this level which may be acquired through:

a trade certificate or equivalent;

completion of accredited/industry-based training courses equivalent to a Certificate IV (non-trade); and/or

knowledge and skills gained through on-the-job training.

### **KEY SELECTION CRITERIA**

#### **Essential**

- Good interpersonal skills and a basic knowledge of human resource management and administrative principles.
- Demonstrated good customer service skills with an ability to liaise with internal and external clients orally and in writing.
- Demonstrated literacy, numeracy and computer keyboard skills of a high standard, with emphasis on word processing and excel spreadsheets, specialised web based software eg. Vehicle Tracking Systems and Fleet Management Software or willingness to learn web based software

- Working knowledge of procurement procedures as they relate to vehicle repairs and maintenance.
- Excellent planning and time management skills with an ability to manage competing priorities.
- Sound knowledge of Occupational Health and Safety requirements.
- Ability to co-ordinate, organize and minutes meetings
- Demonstrated experience in processing invoices and accounts
- Proven ability to support the Manager in budget analysis and associated activities

**Desirable**

- Manage budget lines and expenditure
- First Aid Certificate
- Tertiary qualifications and/or relevant experience.
- Experience in Vehicle and Plant Registrations

**ORGANISATIONAL RELATIONSHIPS:**

|                    |                                       |
|--------------------|---------------------------------------|
| Reports to:        | Fleet and Depot Manager               |
| Supervises:        | Nil                                   |
| Internal Liaisons: | Managers, Coordinators and Workers    |
| External Liaisons: | Relevant stakeholders when authorised |

**Note to Candidates**

The Administration Officer will be expected to:



two ways :: one outcome

- Work with Aboriginal people that speak Anmatjere, Arrernte, Alyawarra and/or Warlpiri as a first language.
- Drive a 4WD vehicle as required.
- Have a reasonable level of fitness.
- Hold a current Northern Territory C Class drivers license.
- Hold a current first aid certificate or have the ability to obtain this qualification.
- Agree to an NT Police Criminal History check
- Meet all the requirements of the Council Code of Conduct in the performance of their duties.

Applications will not normally be acknowledged on receipt. Only short listed applicants will be contacted regarding the next phase in the selection process. To those applicants who are not short listed, we extend our thanks for considering Central Desert Shire Council as a potential employer.

People of Aboriginal or Torres Strait Islander decent are strongly encouraged to apply.

Prior to appointment the successful applicant will need to provide a police clearance certificate and evidence of their eligibility to work in Australia.

Closing date for applications is 8.00am on Monday 28 August 2017.

Applications marked 'Confidential' should be forwarded to: Email: [recruitment@centraldesert.nt.gov.au](mailto:recruitment@centraldesert.nt.gov.au)



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**VISION – TWO WAYS, ONE OUTCOME**

***(Indigenous and non-indigenous people working together  
for the best outcomes)***

**INFORMATION FOR APPLICANTS FOR THE POSITION OF  
ADMINISTRATION OFFICER FLEET AND DEPOT – Alice Springs.**

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Central Desert Regional Council covers the following communities: Lajamanu, Yuendumu, Nyirripi, Yuelamu, Willowra, Ti Tree, Wilora, Nturiya, Pmara Juanta, Laramba, Engawala, Atitjere and associated outstations plus a large area of currently unincorporated land.

The Regional Council which has been operational as from 1 July 2008 has an area of approximately 282,093 square kilometers and a population of 4,591.

**CONTRACT**

The successful applicant will be employed under a full time permanent employment contract.

**SALARY**

The salary is Level 4, \$60,670.85 - \$ 65,192.06 per annum. Salary increase stipulated in the CDRC Enterprise Agreement will apply after 30 June 2017. Salary step increases within the salary level will be subject to good performance.

**SUPERANNUATION**

Employer contributes 9.5 % superannuation – employee shall have complete freedom of choice over the complying fund that their contributions are paid to, with the default being the State Wide Super.

## **SALARY SACRIFICING**

Council has entered into a contractual relationship with Remserv to administer the salary packaging process on its behalf. Remserv is offering a suite of benefits which Council believes may be useful to our staff. For more information please contact them on [remserv@remserv.com.au](mailto:remserv@remserv.com.au) or on 1300 30 39 40.

Staff are encouraged to seek independent financial advice over salary packaging.

**NOTE:** Local Government Councils are not entitled to Public Benevolent Institution Taxation Benefits and consequently Council cannot legally offer such benefits.

## **ANNUAL LEAVE**

A permanent full time employee accrues 4.385 hours annual leave for every week of continuous service.

A loading of 17.5% of salary shall be paid to the employee when taking leave.

Annual leave shall be taken at such a time which is mutually convenient to the Council and the employee. An employee may only accrue annual leave up to a maximum of 40 days. If an employee accrues more than this number of days they will be directed to take leave of a period of not less than 10 continuous working days within four weeks of accumulating excess leave.

Council may, under exceptional circumstances only, approve a written request from an employee to cash-in their accrued annual leave so long as the employee will be left with at least four weeks of accrued annual leave after the leave is cashed-in. The employee will be paid at least the full amount that they would have received if they had taken leave instead.

Termination payments will include leave loading for any accrued annual leave.

## **LONG SERVICE LEAVE**

This clause is read with and is subject to the *Long Service Leave Act (NT)* and section 109 of the *Local Government Act*.



An employee who has completed ten (10) years of continuous service will be entitled to thirteen (13) weeks of paid long service leave. However, an employee after seven (7) years of continuous service may take pro rata long service leave.

The balance of long service leave accrued after the completion of each ten (10) years of service (that is, taking into account any pro rata long service leave previously taken) must be taken as soon as practicable after the completion of that period and in any event totally expended within twelve (12) months of the completion of that period unless otherwise approved by the CEO.

Long service leave may only be taken in one (1) block or in not less than four (4) week blocks as agreed to by Council.

An employee must give at least four (4) weeks' notice of intention to take long service leave or part thereof.

Employees may be permitted to take LSL at double the time for half pay.

An employee, having less than ten (10) years but more than seven (7) years of continuous service, who ceases employment for any other reason than serious misconduct will be paid for 1.3 weeks leave for each year of completed service unless previously taken under G5.2.

In accordance with section 109 of the *Local Government Act 2008* (NT), an employee who enters into the service of Council from another council, a local government subsidiary within the Northern Territory or the Local Government Association Northern Territory is entitled to long service leave that has accrued with the employee's previous employer to accompany and be available to the employee following that entry.

### **PERSONAL/CARERS' LEAVE**

A permanent full time employee accumulates Personal/Carers' Leave at the rate of 1.754 hours per week.

An employee may take paid Personal/Carers' Leave if the leave is taken:

- Because the employee is not fit for work because of a personal illness, or personal injury affecting the employee; or
- To provide care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because of:
  - A personal illness, or personal injury, affecting the member, or
  - An unexpected emergency affecting the member.



- For dealing with the consequences of domestic violence to the employee, immediate family or a member of the employee's household.
- For paternity leave purposes to a maximum of three weeks

The term immediate family includes:

- spouse, de facto partner, child (including foster child), parent, grandparent, grandchild or sibling of the employee
- child (including foster child), parent, grandparent, grandchild or sibling of a spouse or de facto partner of the employee

An employee, or if unable, a representative, must notify their supervisor of their non-attendance within 30 minutes of their commencement time, or as early as reasonably practicable thereafter, in order to use that day as personal/carers' leave.

\*Refer to the CDRC Enterprise Agreement for the rest of the clauses.

#### **STUDY LEAVE**

Employees may apply for reasonable study leave to undertake courses of study that are additional to the training and development opportunities directed by Council.

Approval by the Chief Executive Officer is subject to the course(s) complementing Council's goals and strategies and being relevant to the work of the Employee.

\*Refer to the CDRC Enterprise Agreement for the rest of the clauses.

#### **LEAVE WITHOUT PAY**

The Chief Executive Officer may grant leave without pay for reasons not covered by other types of leave only after all other types of leave have been exhausted.

#### **HOURS OF WORK**

The ordinary hours of work will be 76 hours over fourteen consecutive days.

A standard day is 7.6 hours unless otherwise authorised by Council. A standard day may be up to 10 hours, or 12 hours with employee agreement.

The ordinary hours of work may be worked on any or all days Monday to Friday with no limitation on start or finishing times.

The ordinary span hours of work for Agency and Commercial employees may be agreed between the employee and the Council in line with prescribed individual flexibility provisions and the requirements of the business operations, and may include weekends.

### **CEREMONIAL LEAVE**

An employee who has been employed by Council for a minimum of six months and who is required to perform cultural or ceremonial duties may, on the production of evidence satisfactory to the CEO, be granted up to ten (10) days leave per year for such duties.

Where this involves time away from work employees must first utilise TOIL and annual leave before utilising cultural/religious leave. Cultural/Religious leave will be cumulative one day per completed month of service to a maximum of 10 days per annum.

Cultural leave does not accumulate from year to year.

Employees may request approval for additional unpaid leave for the purpose of cultural leave or sorry business.

### **PUBLIC HOLIDAYS**

CDRC Enterprise Agreement leave conditions will apply. Refer to the Enterprise Agreement.

### **PROBATION**

The employee's employment will be subject to an initial probationary period of six months.

### **RELOCATION EXPENSES**

The Regional Council's relocation policy which is on the website will apply.