

POSITION DESCRIPTION AND SELECTION CRITERIA

POSITION TITLE: SENIOR ADMINISTRATION OFFICER
REPORTING TO: COUNCIL SERVICES MANAGER
LEVEL: 4
LOCATION: LAJAMANU

OBJECTIVES OF THE POSITION:

Operating under the direction of the Council Services Manager and in accordance with Council corporate plans and policies and relevant legislation this position is responsible for supporting the Council Services Manager in the management of the Community by providing clerical, administrative, operational support and to liaise with visitors to the Community.

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:

- Provide overall administrative support requiring sound judgement, initiative, confidentiality, sensitivity, planning and time management techniques.
- Provide general reception and telephonist duties including attending to counter enquiries.
- Maintain customer request management system records and other records relevant to the Service Delivery Centre.
- Provide administrative support for meetings as requested by the Council Services Manager.
- Assist the Council Services Manager to plan, organise, lead and evaluate programmes and tasks that support the achievement of the Council goals in the Service Delivery Centre.
- Provide basic human resources administration services by assisting the Council Services Manager with recruitment, tending to payroll enquiries and advertising vacant positions within the community.
- Effectively contribute as a member of a team in the management of the Council and promote a safe and harmonious work environment.
- Perform other duties which are within ones level as delegated by the Council Services Manager.

SELECTION CRITERIA

Essential

- Sensitively to issues affecting Aboriginal people in remote locations and ability to work in a cross-cultural environment.
- Strong 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.
- Sound knowledge of Service Centre Delivery financial recording and reporting systems.
- Excellent planning and time management skills with an ability to manage competing priorities.
- Sound knowledge of Work Health and Safety requirements.
- Agreement to an NT Police Criminal History checks and hold a current C Class drivers license.
- Demonstrated literacy, numeracy and computer skills

Desirable

- Tertiary qualifications and/or relevant experience.

The Senior Administration Officer will be expected to:

- 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 first aid certificate or have the ability to obtain this qualification.

People of Aboriginal and Torres Strait Islander descent are strongly encouraged to apply.

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 Regional Council as a potential employer.

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



VISION – TWO WAYS, ONE OUTCOME

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

**INFORMATION FOR APPLICANTS FOR THE POSITION OF
SENIOR ADMINISTRATION OFFICER – LAJAMANU COMMUNITY**

Central Desert Regional Council is a council that covers the following communities: Anmatjere, Atitjere, Engawala, Lajamanu, Laramba, Nyirripi, Yuelamu, Yuendumu, Willowra; as well as 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 kilometres and a population of 4,591.

SALARY

The salary is Level 4 Step 1 (Salary \$ 61,583.84 per annum plus 9.5% superannuation plus 17.5% pro rata Annual Leave Loading). The current Enterprise Agreement expires on 30th June 2019. Salary and working conditions after June 30, 2019 will be subject to the Enterprise Agreement in place.

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 Superannuation Scheme.

ANNUAL LEAVE

Six weeks per annum annual leave is provided to a permanent, full time employee. A loading of 17.5% of salary shall be paid to the employee when taking leave. Annual leave is managed as per Council policies.

LONG SERVICE LEAVE

Long Service Leave is provided as per the *Long Service Leave Act (NT)* and section 109 of the *Local Government Act*; and is managed according to Council policy.

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

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.

STUDY LEAVE

Employees may apply for study leave to undertake courses of study that are additional to the training and development opportunities directed by Council. Approval is at the discretion of the Chief Executive Officer.

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 per fortnight.

A standard day is 7.6 hours, Monday to Friday unless otherwise authorised by Council

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 leave does not accumulate from year to year.

PROBATION

This role 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. The payment of relocation expenses is made on the condition that if for any reason the manager resigns within one year of the appointment date, then they will refund the full amount.