

# Position Description

<b>POSITION TITLE</b>	Administrator, Roads and Capital Projects Administration
<b>POSITION NUMBER</b>	103120
<b>AWARD</b>	Local Government Industry Award
<b>CLASSIFICATION</b>	CDRC Enterprise Agreement – Level 5
<b>POSITION TYPE</b>	Permanent Full Time (38 hours per week)
<b>DIRECTORATE/PROGRAM</b>	Office of the CEO / Roads
<b>LOCATION/S</b>	Alice Springs
<b>SUPERVISOR</b>	Regional Manager, Roads and Capital Projects
<b>POSITIONS SUPERVISED</b>	This position has no direct reports

## PRIMARY OBJECTIVE

The Administrator, Roads and Capital Projects is responsible for providing administration support and contributing to the delivery of roads and capital works across council in accordance with Central Desert Regional Council strategic and regional plans, policies, procedures and relevant legislation.

## KEY DUTIES AND RESPONSIBILITIES

1. Provide administration support in delivering a variety of capital and road construction projects.
2. Plan, deliver and monitor minor roads and capital projects under the supervision of the Regional Manager as required.
3. Assist in preparing project briefs, scope of works and tender documentation for a variety of construction projects.
4. Provide verbal and written reports and updates to the Regional Manager as requested.
5. Provide administration support for procurement and management of contractors for various projects as required.
6. Draft engineering drawings for minor projects.
7. Prepare funding applications and grant acquittal reports as required.
8. Maintain accurate records for the Roads and Capital Projects team using Council's electronic records management system.
9. Be engaged in an effective and proactive health, safety and wellbeing culture.
10. Any other reasonable duties delegated by the Supervisor which are within level.

## SELECTION CRITERIA

### Essential

1. Certificate IV in a related discipline and/or extensive knowledge and skills gained through on-the-job training.
2. Ability to work with all levels of employees and management to achieve operational outcomes in a professional, customer focussed manner.
3. Well-developed information technology skills including MS Office, with an emphasis on word processing, data entry and spreadsheets.
4. Demonstrated strong administration skills in an office environment.
5. Sound written, analytical and verbal communication skills with the ability to produce accurate and timely reports.
6. Knowledge of procurement and financial processes and reporting.
7. An awareness of the socio-economic factors affecting Aboriginal people in remote locations.
8. Ochre Card.

### Desirable

1. Knowledge and/or experience in using engineering software such as AutoCad and Sketchup.