

Position Description

POSITION TITLE	Senior Administration Officer, Roads and Infrastructure
POSITION NUMBER	103121
AWARD	Local Government Industry Award
CLASSIFICATION	CDRC Enterprise Agreement – Level 4
POSITION TYPE	Casual
DIRECTORATE/PROGRAM	Roads and Infrastructure
LOCATION/S	Alice Springs
SUPERVISOR	Director, Roads and Infrastructure
POSITIONS SUPERVISED	This position has no direct reports

PRIMARY OBJECTIVE

The Senior Administration Officer, Roads and Infrastructure is responsible for providing administration support and contributing to the delivery of roads and infrastructure programs/projects 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 road and infrastructure projects.
2. Plan, deliver and monitor minor road and infrastructure projects under the supervision of the director and project managers as required.
3. Assist in preparing project briefs, scope of works and tender documentation for a variety of projects.
4. Provide verbal and written reports and updates to the director and project managers as requested.
5. Provide administration support for procurement and management of contractors for various projects as required.
6. Draft funding applications and grant acquittal reports as required.
7. Maintain accurate records for the road and infrastructure projects team using Council's electronic records management system.
8. Be engaged in an effective and proactive health, safety and wellbeing culture.
9. 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. Sound negotiation skills
9. Ochre Card.

Desirable

1. Knowledge and/or experience in using MS office including Excel and Ms project.