

# Position Description

<b>POSITION TITLE</b>	Casual, Senior Administration Officer, Roads and Infrastructure
<b>POSITION NUMBER</b>	103121
<b>AWARD</b>	Local Government Industry Award
<b>CLASSIFICATION</b>	CDRC Enterprise Agreement – Level 4
<b>POSITION TYPE</b>	Casual
<b>DIRECTORATE/PROGRAM</b>	Roads and Infrastructure
<b>LOCATION/S</b>	Alice Springs
<b>SUPERVISOR</b>	Civil Engineering Technician
<b>POSITIONS SUPERVISED</b>	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 focused 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.