

Position Description

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| POSITION TITLE | Senior Administration Officer, Youth and Communities |
| POSITION NUMBER | 104304 |
| AWARD | Local Government Industry Award |
| CLASSIFICATION | CDRC Enterprise Agreement – Level 4 |
| POSITION TYPE | Permanent Full Time (38 hours per week) |
| DIRECTORATE/PROGRAM | Community Services / Youth and Communities |
| LOCATION/S | Alice Springs |
| SUPERVISOR | Regional Manager, Youth and Communities |
| POSITIONS SUPERVISED | This position has no direct reports |

PRIMARY OBJECTIVE

The Senior Administration Officer, Youth and Communities is responsible for providing quality administrative and customer service support and to help build the capacity of the Youth and Communities Team in accordance with Central Desert Regional Council strategic and regional plans, policies, procedures and relevant legislation.

KEY DUTIES AND RESPONSIBILITIES

1. Provide quality administrative support requiring sound judgement, initiative, confidentiality, sensitivity, planning and time management techniques.
2. Receive and collate data for reporting purposes and produce reports for management as required.
3. Support the Regional Manager in coordinating and facilitating fortnightly meetings of Community Coordinators.
4. Provide general customer service and support to Youth and Communities clients.
5. Organise travel arrangements and logistics as requested by Youth and Communities Management.
6. Under the instruction of the Regional Manager, organise quotations, create purchase orders and coordinate deliveries of goods for services as authorised in accordance with Council's Procurement Policy.
7. Provide administrative support for meetings as requested by the Youth and Communities Management.
8. Provide basic Human Resources administration services by tending to payroll enquiries, collecting and checking time sheets, maintaining documentation regarding recruitment, employee attendance, staff training and mandatory staff requirements.
9. Undertake accurate data entry including documents, spreadsheets and department specific systems.
10. Travel to communities to assist with Youth and Communities program activities as required.
11. Be engaged in an effective and proactive health, safety and wellbeing culture.
12. Any other reasonable duties delegated by the Supervisor which are within level.

SELECTION CRITERIA

Essential

1. Relevant experience in a similar community services support/ administration role.
2. Ability to work productively and collaboratively within a fast paced multidisciplinary team environment.
3. Demonstrated strong interpersonal skills with the ability to provide advice and resolve issues.
4. Demonstrated good customer service and cross-cultural communication skills.
5. Demonstrated literacy, numeracy and computer keyboard skills of a high standard, with emphasis on word processing, data entry and spreadsheets.
6. Demonstrated ability to collect, collate and analyse data and maintain a high standard of record keeping.
7. Demonstrated ability to research issues and draft reports.
8. Demonstrated high level time management skills and ability to prioritise and manage multiple tasks.
9. An awareness of the socio-economic factors affecting Aboriginal people in remote locations.
10. Current Class C Licence.
11. Acceptable Police Check.
12. Ochre Card.

Desirable

1. Knowledge of Community Safety and Youth Sport and Recreation Programs.