

Position Description

POSITION TITLE	Senior Administration Officer, Community Housing Maintenance
POSITION NUMBER	109003
AWARD	Local Government Industry Award
CLASSIFICATION	Level 4
POSITION TYPE	Fixed Term, Full Time (38 hours per week)
DIRECTORATE/PROGRAM	Council Services / Remote Housing Repairs & Maintenance
LOCATION/S	Alice Springs with regular travel to Communities
SUPERVISOR	Regional Manager, Community Housing Maintenance
POSITIONS SUPERVISED	This position has no direct reports

PRIMARY OBJECTIVE

Work under the direction of the Community Housing Mobile Maintenance Coordinator Housing Services to provide high level administration support in the areas of repairs and maintenance, issuing orders, assessing and processing invoicing, remittance runs, open orders and contractor performance meetings.

KEY DUTIES AND RESPONSIBILITIES

- Coordinate and action maintenance requests
- Assess, seek approval for and process contractor invoices
- Prepare remittance payment advices to ensure all contractors are paid on time within 30 days
- Monitor outstanding orders to support contractor performance and identify issues
- Prepare agendas and complete minutes for various contract meetings
- Input and analyse data to ensure a high level of data integrity for asset data and financial reporting
- Carry out vacate inspections/scopes as required
- Seek approval for requests for quotes (RFQ), advise contractors of approval of RFQs, monitor and complete handbacks as required

SELECTION CRITERIA

Essential

- Sound knowledge of project administration processes and procedures
- Demonstrated well developed interpersonal, oral and written communication skills and the ability to maintain confidentiality
- Demonstrated experience in data analysis with the ability to prepare detailed reports
- Demonstrated ability to plan, organise and manage multiple tasks within strict timeframes to achieve workplace objectives
- Demonstrated ability to work under pressure while maintaining a high level of accuracy and attention to detail
- Demonstrated ability and experience in the effective use of relevant computer software packages, including word processing, spreadsheets, email, asset information systems or similar databases
- Proven ability to work with clients from a diverse range of cultural backgrounds
- Demonstrated ability to respond positively to change with a commitment to ongoing improvement
- Knowledge of Work Health and Safety requirements
- An awareness of issues affecting Aboriginal people in remote locations
- A current Northern Territory "C" Class Drivers Licence
- Acceptable Police Check, Current Ochre Card
- Right to work in Australia

Desirable

- An awareness and understanding of public housing issues and the objectives of the Department
- Lived and/or professional experience gained in a remote or regional community