

## POSITION DESCRIPTION AND SELECTION CRITERIA

<b>Position Title</b>	<b>Aged &amp; Disability Senior Administration Officer</b>
<b>Reporting To</b>	<b>Aged &amp; Disability Operations Coordinator - West</b>
<b>Classification</b>	Full Time Fixed Term
<b>Level</b>	4
<b>Location</b>	Alice Springs

### OBJECTIVES OF THE POSITION:

Operating under the direction of the Aged & Disability Operations Coordinator - West and in accordance with Council corporate plans, policies, relevant legislation and funding requirements, this position has a focus on administrative support and coordination for the Aged and Disability Services team.

### DUTIES AND RESPONSIBILITIES:

- Liaise with Aged and Disability Coordinators in relation to administrative and clerical matters and work with Operations Coordinator to resolve any issues.
- Coordinate and maintain relevant Aged & Disability registers including police check, training, compliance, uniform and assets.
- Provide high level clerical, human resources and administrative support in accordance with the Aged and Disability team work plan and workflow.
- Manage data collection and provide support to the Operations coordinator to manage the Client Information Management System (CIMS) including undertaking regular audits of records.
- Support the Operations coordinator to ensure compliance with program reporting schedules including drafting reports for approval, signature and submission by Manager/Director.
- Effectively contribute as a member of a team and promote a safe and harmonious work environment.
- Carry out any other duties as directed by the Manager Aged and Disability Services and Aged and Disability Operations Coordinator – West.

## SELECTION CRITERIA:

### Essential

1. An awareness of issues affecting Aboriginal people in remote locations and ability to provide effect support in a cross-cultural environment.
2. High Level administration support and coordination skills,
3. Demonstrated high standard of computer skills including use of Microsoft Office Programs and record keeping systems.
4. Ability to work productively and collaboratively with a multidisciplinary team.
5. Relevant experience in a similar community service or health sector support/administration role.
6. Demonstrated effective customer service with an ability to liaise with internal and external stakeholders.
7. High level interpersonal and written communication skills.
8. Demonstrated understating of time management techniques, the ability to manage multiple tasks and flexibility to adapt to changing operation demands and timelines.
9. Sound decision making skills including an analytical approach to problem solving.
10. Current Driver's License and willingness to travel to remote communities.

### Desirable

1. Knowledge of Aged and Disability Care programs.
2. Qualifications in a related discipline.
3. Experience in using Client Information Management systems and online reporting systems.
4. Knowledge of WH&S principles and the ability to promote them in the workplace.

### POSITION ATTRIBUTES:

**Authority and accountability:** The exercise of discretion within standard practices and processes and may involve the exercise of high precision occupational skills using various specialised techniques, systems, equipment, methods or processes. Positions provide local decision, direction, leadership and on-the-job training to supervised employees or groups of employees.

**Judgment and problem solving:** Skills to solve problems which require assessment of a range of options having elements of complexity in reaching decisions and making recommendations. For supervisors, the work processes often requires the quantification of the amount of recourse needed to meet those objective. Assistance may be readily available from other staff in the work area in solving problems.

**Specialist knowledge and skills:** Specialist knowledge in a number of advanced skill areas relating to the more complex elements of post-trades or specialist disciplines either through formal training programs or on-the-job training.

**Management skills:** May require skills in co-ordinating a team of employees, to motivate and monitor performance against work outcomes. Positions may lead large groups of employees at the 'work face'.

**Interpersonal skills:** Persuasive communication skills are required to participate in specialised discussions to resolve issues, including explaining policy to the public and/or others and reconciling different points of view.

**Qualifications and experience:** Positions require thorough working knowledge and experience of all work procedures for the application of technical, trades or administrative skills, based upon suitable certificate or post-certificate level qualifications with may include:

- (a) Post-trade certificate and/or other post-secondary qualification below diploma or degree; or
- (b) Extensive knowledge and skill gained through on-the-job training in accordance with the requirements of the work at this level.

#### **Note to Candidates**

The Aged & Disability Senior Administration Officer will be expected to:

- Work with Aboriginal people that speak Anmatjere, Arrernte, Alyawarra and/or Warlpiri as a first language.
- Drive a 4WD vehicle.
- Have a reasonable level of fitness.
- Hold a current drivers licence.
- Hold a current first aid certificate or have the ability to obtain this qualification.
- Meet all the requirements of the Council Code of Conduct in the performance of their duties.

Prior to appointment the successful applicant will need to provide a police clearance certificate and evidence of their eligibility to work in Australia.