

# Administration Officer – Community Services

## Position Description



**Position number** 400003  
**Directorate** Community Services  
**Department** Youth Services  
**Immediate Supervisor** Youth Services Manager  
**Supervising Positions(s)** Nil  
**Level** OP 4 – Operational (Maternity Leave)

<b>Position Approval</b>  Gina Lacey Director Community Services
<b>05 / 04 / 2024</b> Review and Approval Date

### Position Objective

Support the Youth Services Department by providing a wide variety of administrative functions under the direction of the Youth Services Manager.

### Key Duties and Responsibilities

- Answer telephone, email and in person enquiries from staff, clients, suppliers and other external stakeholders, responding to requests as required
- Organise meetings and take minutes
- Organise training, workshops, and events
- Work with the other Community Services Administration staff to achieve objectives identified in the Community Services Operational Plan
- Raising of Purchase Orders
- Assist with the development and maintenance of asset and attractive item registers
- Collation of program reporting and entry of data into program databases
- Contribute to the development of administrative processes and procedures
- Assist in the development of reports for funding bodies, Local Authorities and Council.
- Make travel and accommodation arrangements for staff and clients
- Liaise with suppliers and freight companies to facilitate the procurement and delivery of goods and services
- Sort and distribute incoming correspondence to staff and dispatch outgoing mail
- Printing, copying and binding of documents
- Filing of physical and electronic records
- Preparation of reports and correspondence
- To work in a collegiate manner to assist Community Services administration staff from other Community Services Departments with relief support to cover leave and to meet their position objectives where reasonably and practically possible to maintain operational efficiency across the CS Directorate.

### Skills and Attributes

- A positive and professional manner
- Ability to communicate with others in a range of cross-cultural situations including the resolution of routine issues
- Ability to work effectively as part of a team and promote a positive working environment
- High literacy, numeracy and computer skills with a focus on attention to detail and accuracy
- Ability to apply decision making skills in order to prioritise tasks and determine own daily work schedule

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### Role Requirements

#### Essential

- At least 2 years experience in a similar position providing administrative support
- Demonstrate ability to work in a culturally and linguistically diverse environment
- Current NT Manual Drivers Licence
- Ability to obtain and maintain NT working with Children (Ochre) Card
- Satisfactory completion of a Criminal History Check

#### Desirable

- Knowledge of Regional Council operations
- Cert III in Business Administration
- Experience in the use of a financial management or accounting system
- Previous experience in working for an organisation operating across multiple sites

### Travel Requirements

This position is based in Alice Springs and may occasionally require travel work in remote communities – including overnight stays – in the MacDonnell Regional Council area of service

### Physical Requirements

#### The role requires the following physical aspects:

- Sitting for extended periods
- Working indoors in an office environment
- Manual handling of objects below 10Kg

#### Employee Declaration

I have read and fully understood the position requirements as outlined in this document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### Position Reporting Structure

