

Administration Officer – Housing & Facilities

Position Description



Position number 300104
Directorate Council Services
Department Housing & Facilities
Immediate Supervisor Manager Housing & Facilities
Supervising Positions(s) Nil.
Level OP4 – Operational

Position Approval

Keith Hassett

Director Council Services

9 / 10 / 2024

Review and Approval Date

Position Objective

To provide high quality administrative support for the Council Services, Housing & Facilities team and to ensure responsibilities are carried out in accordance with Council policies and procedures.

Key Duties and Responsibilities

- Manage travel, accommodation, and logistics for MRC staff and external agencies, ensuring compliance with Council policies and procedures.
- Coordinate incoming email and phone correspondence for Housing & Facilities queries and service requests.
- Provide administrative support for both routine and unplanned maintenance of council building and facility assets.
- Maintain accurate registers for building and facility assets, ensuring data is entered in accordance with council standards.
- Coordinate the procurement and freight of goods and services, liaising with suppliers, managing delivery logistics, and ensuring competitive pricing in line with the Council's procurement policies.
- Process and monitor purchase requisitions, accounts payable, and receivable invoicing, ensuring timely and accurate financial record-keeping.
- Develop and maintain positive working relationships with stakeholders including MRC staff, clients, contractors and external agencies.

Skills and Attributes

- Ability to work independently and manage own work priorities.
- Ability to resolve routine operational problems, with reference to travel logistics and procurement.
- Strong work ethic and reliability with a focus on attention to detail and accuracy.

Role Requirements

Essential

- Excellent written and verbal communication skills, with the ability to build and maintain relationships with a diverse range of stakeholders, including suppliers and staff.
- Comprehensive experience within an administrative role that supports the delivery of services for remote operations.
- Diverse IT skills with demonstrated regular use of records databases, experience with procurement systems and Microsoft Office suite.
- Current NT Drivers Licence.
- Ability to obtain and maintain NT Working with Children (Ochre) Card.
- Satisfactory completion of a Criminal History Check.

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Desirable

- Certificate III or above qualification in business administration; project management or other relevant area.
- 4WD Certificate
- Previous work experience in project administration.
- Knowledge and understanding of technical terminology.
- Previous experience travelling to and working in remote communities.
- Previous experience in working for an organisation operating across multiple sites.

Travel Requirements

This position is based in Alice Springs. Travel to remote communities in the MacDonnell regional Council area, including overnight stays may occasionally be required.

Physical Requirements

The role requires the following physical aspects:

- Sitting and/or standing for extended periods
- Working indoors in an office environment
- Manual handling of objects below 10Kg
- Travel in light aircraft or by 4WD vehicle on unsealed roads for lengthy periods

Position Reporting Structure

Employee Declaration

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

Signature

Date

