

# 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

