

# Senior Administration Officer – Council Services

## Position Description



**Position number** 500003  
**Directorate** Council Services  
**Department** Council Services  
**Immediate Supervisor** Area Managers & Manager Commercial Services  
**Supervising Positions(s)** Nil.  
**Level** OP 6 – Operational

<b>Position Approval</b>

Keith Hassett Director Council Services
<b>12/06/2026</b>
Review and Approval Date

### Position Objective

- Responsible for the provision of high quality administrative support to the Council Services Directorate
- Ensure that the responsibilities of this position are carried out in accordance with relevant legislation, the MacDonnell Regional Council (MRC) policies and procedures, contractual requirements, and the core values of the Council
- To commit to achieving the objectives and strategies contained in the Council's Regional Plan

### Key Duties and Responsibilities

- Ensure that Accounts receivable transactions are accurately posted within TechOne to the relevant Grant and General ledgers.
- Provide confidential administrative support to Director Council Service, Area managers and Manager commercial services as required.
- Support Area managers and CSC's with budgetary requirements and provide necessary solutions as required.
- Organise and manage training, workshops, meetings and events.
- Assist with the development and maintenance of asset and attractive item registers.
- Contribute to the ongoing review and development of departmental operational models, policy and procedures.
- Coordinate travel and accommodation arrangements for directorate staff.
- Liaise with suppliers and freight companies to facilitate the procurement and delivery of goods and services.
- Management of the Council Services storage and vehicle facilities
- Travel to service delivery centres as required to support the running of Council services meetings, workshops, service reviews and events.
- Produce reports for Local Authorities, Council and other stakeholders in consultation with the Department Managers and the Director
- In conjunction with Area Managers and Director, monitor and manage communities' expenditure.
- Liaise with all levels of council services staff to ensure that payment for purchases of goods and services are within relevant authorisation levels and follow the agreed terms of trade between the Council and suppliers.
- Support the council services team towards effective collaboration and attainment of Council's strategic goals.
- Mentor and train staff across the directorate to facilitate accurate record keeping and reporting schedules.
- Ensure compliance with policies, procedures and operational guidelines.
- Coordinate and manage the provision of training and development for staff.
- Administer procurement of uniforms, stationery and other corporate functions when required
- Collate council Services accounts for approval and acquittals.

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- Appropriately apply operating resources and procedures to support the achievement of MRC's Accounts payable function.
- Coordinate the collation of reporting and entry of data into the Snap, send and solve council system.
- Any other reasonable duties as requested by Council Services Director or Council services managers

### Skills and Attributes

- A positive, approachable 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 prioritise tasks and determine own daily work schedule
- Ability to build strong relationships with internal / external clients.
- Decision making skills with a collaborative approach to problem solving
- Lateral thinking and the ability to take initiative.

### Role Requirements

#### Essential

- Diploma in Business Administration, Front Office Management or a qualification in a related field
- At least 3 years' experience in a similar position providing administrative support
- Advanced knowledge using Microsoft Office Suite
- Demonstrated ability to work in a culturally and linguistically diverse environment
- Ability to obtain and maintain NT working with Children (Ochre) Card
- Satisfactory completion of a Criminal History Check
- Current NT Drivers Licence

#### Desirable

- 4WD Certificate or ability to obtain
- 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
- Travel in light aircraft or by 4WD vehicle on unsealed roads.

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### Employee Declaration

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Position Reporting Structure

