



POSITION DESCRIPTION

Position Title Administration Officer – Business Development			
Location	Jabiru	Department	Corporate Services
Position Level	Level 5	Work Group	Business Development
Position Type	Permanent / Full time	Approval Date	12 October 2023
Coverage	Local Government Industry Award	Approved By	A/CEO

Position Objective

To provide administration support to the Council's Business Development team consisting of Tenancy, Contracts and Grants.

Key Accountabilities

1. Under the daily direction of the Business Development Manager ensure high quality administration is provided to support the Tenancy Coordinator, the Contracts Coordinator and the Grants Coordinator.
2. Ensure the correct administrative support is delivered in accordance with established policies, procedures and practices for the relevant activity.
3. With regard to Tenancy:
 - a. Maintain records for every property, ensuring that all paperwork and practices are in line with Council procedures and current legislation and that records are kept up to date.
 - b. With Tenancy Coordinator, organise and/or conduct all property inspections. This may include bi-annual, ingoing and outgoing inspections.
 - c. Identify and organise for all maintenance issues to be addressed.
4. With regard to Contracts:
 - a. Ensure data required for reports associated with WARC held external contracts (e.g. Power and Water, Centrelink) is collected from staff and collated in a timely manner.
 - b. Assist the Contracts Coordinator with reporting requirements.
 - c. Action billing for WARC held external contracts for "business as usual" and "over and above" works undertaken.
5. With regard to Grants:
 - d. Ensure data required for grant applications and reports is collected and collated in a timely manner. Ensure grant documentation is filed in the Document Management System.
 - e. Maintain the Grant Register to ensure it is updated as each task is undertaken.
6. With regard to work health and safety in the workplace;
 - f. ensure you work safely, the way you work does not cause harm to others, and you use measures within your control that prevent injuries or illnesses; and
 - g. within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.

The employee is required to undertake any other reasonable duties or tasks as directed by the Business Development Manager which are within the employee's skills, competence and training.

Essential Criteria (Mandatory)

1. Experience or ability to understand contracts, policy, procedures and government legislation and how to apply these to daily tasks.
2. Excellent oral and written communication skills, including strong computer literacy and skill in Word and Excel.
3. Demonstrated ability to develop relationships and negotiate effectively and sensitively with people from various cultural backgrounds.
4. Ability to multitask and set priorities in line with critical deadlines.
5. Ability to collect and collate data, write reports and successfully document complex processes.
6. Proven ability to work under pressure while maintaining quality standards.
7. Demonstrated analytical and problem solving skills, including the capacity to develop practical, creative and innovative solutions and systems.
8. Demonstrated ability to work as part of a busy team and to take responsibility for your output as a part of this team.
9. Ability to work in a cross-cultural and remote environment.
10. Qualifications / licences:
 - a. Current NT Driver licence

Desirable Criteria

1. Demonstrated ability to understand and apply the Residential Tenancies Act (RTA).
2. Local government experience.
3. Certificate III in Business or similar.

Organisational Relationships & Further Information

Reports to	Business Development Manager	Supervises	None
Internal liaising	Other managers All staff	External liaising	Government representatives Community organisation representatives Community members and stake holders Consultants and Businesses
Span of hours	Days on which ordinary hours can be worked – Monday to Friday Span of ordinary hours – 6 am to 6 pm		
Employment Check / Permit	Criminal History Check is mandatory. Unless relevant to the position, criminal history will not affect employment. Eligibility to hold a Northern Land Council permit to work is an essential requirement of all employees who are not Aboriginal people living within the land trust.		
Travel	Travel to remote communities by light aircraft or 4wd will be required, and stays may be required.		

This position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, action and conduct, including but not limited to: the employment contract and conditions, Code of Conduct, delegation manual, legislation, regulation, policies, procedure, process, standards and plans.