

POSITION DESCRIPTION

| 1. POSITION DETAILS | | | |
|--|---|---|--------------------------------------|
| Position Title | Assets Administration Officer | Designation & Classification Level | Level 5 |
| Position No | 2173 | Division | Infrastructure Services and Planning |
| Business Unit | Asset Management | Reports To | Assets and Projects Manager |
| Location | Katherine | Date Created | September 2021 |
| 2. POSITION CONTEXT | | | |
| Position Summary/ Purpose | <p>The Assets Administration Officer will be responsible for providing maintenance services for Roper Gulf Regional Council, building and infrastructure (e.g. offices, maintenance sheds, and equipment). The Assets Maintenance Officer will provide the asset manager with information to prepare and manage the councils Asset Management Plan. To manage and/or conduct regular and emergency maintenance on council building and infrastructure assets.</p> | | |
| 3. KEY RESPONSIBILITIES | | | |
| <p>1. Operations Management Support</p> <ul style="list-style-type: none"> • Monitor the Assets Maintenance Desk / DoneSafe Database daily by receiving and processing maintenance requests in an efficient, effective and cost-effective manner. • Assist in the preparation and development of Assets yearly condition reports. • Assist in monthly reports with updates on assets/maintenance requests. • Procure monitor and coordinate stock (by suppliers) for Staff Accommodation and VOQs including obtaining quotes and processing purchase orders. • Process and maintain all procedures involved with Tenancy Management including electricity forms, bond repayments, entry and end of tenancy/vacating inspections, maintenance and repair issues. • Assist in the coordination and processing of each property's budget for repairs and maintenance and make internal and external recommendations. • Administer the process and maintain a scheduled maintenance program for all properties, including cost, timeliness and effectiveness of the program. • Liaise with appropriate staff and assist in purchasing and invoicing of all stock and services. • Prepare detailed reports to Management and/or Executive Management on the progress of authorised projects. • Process and finalise all insurance claims, including property and vehicle damage. Seek quotations and repairs as required. Maintain insurance register for all council assets. • Submit and action sublease applications with NLC • Assist Management and Executive Management in updating the built Assets register that ensures a minimum quality standard of staff and visitor housing is maintained across all communities. • Relieve in other administrative positions within the Infrastructure, Services and Planning division where required. • Carry out other reasonable duties within the scope of the relevant level as instructed by the management or direct supervisor. <p>2. Administration Functions</p> <ul style="list-style-type: none"> • Receive and filter telephone, email and counter enquiries referred to the Assets Program and initiate appropriate action. • Provide high quality administrative and financial management support services, including word processing, business system management, and procurement. • Work with all relevant business units to ensure that Assets administration, reports and correspondence are addressed in a timely and professional manner. • Provide a high quality administrative management service for Visitor Accommodation and Facility Hire booking systems, including implementing, maintaining and continual improvement of system. | | | |

- Receive, manage and process all building and property insurance claims.

3. Work Health and Safety (WHS)

All Council staff have a duty of care and a legal obligation to ensure that they:

- Undertake work in a manner that is not harmful to their health and safety or the health and safety of others
- Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System
- Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements
- Attend and actively participate in WHS and other mandatory training.
- Monitor workplace conditions and report.
 - Ideas which may improve health and safety:
 - Any work related or personal injury or illness (where it may affect their ability to work safely)
 - Any work-related incident they witness, including bullying and harassment
 - Hazards and incidents including any malfunction or inadequacies of equipment
 - Correct minor hazards as applicable.

4. SELECTION CRITERIA

ESSENTIAL

1. Certificate IV relevant to the industry, and/or previous working experience in a similar discipline.
2. Excellent written and verbal communication skills including an ability to communicate effectively with a wide range of clients and stakeholders.
3. High level customer service and interpersonal skills to establish and maintain positive working relationships.
4. Demonstrated ability to work effectively in a collaborative team environment and autonomously.
5. Well-developed computer skills, in particular with the use of Microsoft Office Suite programs, data collection & entry and developing spreadsheets.
6. Demonstrated organisational skills including the ability to prioritise workload within a busy environment, while maintaining a high attention to detail.
7. Ability to undertake duties with minimal supervision producing high quality work standard with a given timeframe.
8. Able to meet the inherent requirement of the position both physically and mentally.

DESIRABLE

1. Experience in Local Government operations, administrative systems and processes

MANDATORY REQUIREMENTS

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship).
2. Current Criminal History Check (issued within three (3) months) or undertake Criminal History Check prior to commencement of employment and renew as required throughout period of employment, or as per the Criminal History Check Policy.
3. Current Northern Territory "C" Class Drivers Licence with manual driving capacity.
4. Current Working with Children Clearance (OCHRE Card) required at the commencement of employment or a current receipt of an application for an exemption to be approved by SAFE NT.

| 5. ACKNOWLEDGEMENT | | | |
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| GENERAL MANAGER | | Date Approved: | Signature: |
| Employee Name | | Date: | Signature: |