

# Position Description

<b>Position title:</b>	<b>Administration Officer</b>
<b>Contract term:</b>	<b>Part time contract for twelve months</b>
<b>Reports to:</b>	<b>Executive Director</b>



## Position Overview

The Administration Officer will provide integral support to the Australia Day Council Northern Territory. This role includes administering events, conferences and award programs to assist the Council to build successful relationships with stakeholders and suppliers while providing administration support to the Executive Director.

Events include OZ Run, OZ Sports, Student Citizen Awards, Citizen of the Year Awards, Ambassador Program, Regional Grant program, Alumni Awareness programs, NT Australian of the Year Awards and Regional Conference.

The position is part of a small team consisting of an Executive Director and Administration Officer with a commitment to providing support to Australia Day activities across the Northern Territory.

## Organisation Overview:

The Australia Day Council of the Northern Territory is a community based not-for-profit incorporated body. Established in 1986 we have been working with Northern Territory communities for thirty-three years.

While closely aligned to the Northern Territory Government and National Australia Day Council as well as Australia Day Councils in other states and territories we operate as an independent body responsible for our own management, events and activities, finance and governance.

We aim to “inspire Territorians to recognise and celebrate the diversity, achievements and lifestyle that makes Australia great”.

We will do this by:

- Recognising great Australians
- Encouraging engagement across our communities
- Collaborating with like-minded organisations
- Building a sustainable organisation
- Inspiring a feel good factor towards Australia Day

## **Key Responsibilities**

- Undertake reception and associated administration duties including administrative support to the Executive Director.
- Work with the Executive Director to assist in the planning, developing, delivery and evaluation of Australia Day Council events and programs.
- Receiving and coordinating incoming and outgoing correspondence, including collecting and distributing mail.
- Maintain and order all stock including office supplies and merchandise.
- Ensuring operating systems including telephones, computers, printers, photocopiers etc. are kept in good working order, including maintaining supplies for operating systems and arranging technical support.
- Perform other duties as assigned by the Executive Director

## **Selection Criteria**

- Microsoft Office proficiency and ability to use a range of software programs
- High attention to detail and experience entering high volumes of data to ensure the accuracy and integrity of the data.
- Ability to undertake research and apply basic analytical skills.
- Sound interpersonal skills with demonstrated ability to communicate with stakeholders at all levels.
- Demonstrate a willingness to be flexible and versatile in a changing work environment. Some after hours and weekend work may be required.
- Sound organisational skills and ability to work under limited supervision and to tight deadlines.

## **Condition of Employment**

- This position is a twelve-month part-time contract, with a minimum of 20 hours per week.
- There are occasions where additional hours will be required including weekends and public holidays such hours will be rostered in advance.
- A current C class driver's licence, ochre card and first aid certificate are required.
- Flexible working hours can be arranged to suit individual circumstances.
- Total remuneration of \$28.50 per hour plus superannuation and leave entitlement

## **Contact Details**

For further information about the position please contact Anna McDonald  
08 8989 5290 or email [office@adcnt.org.au](mailto:office@adcnt.org.au)

## **Submitting an Application**

Applications in writing addressing the selection criteria, a current resume and two referees should be sent to [office@adcnt.org.au](mailto:office@adcnt.org.au) by close of business 31 July 2019.