



## JOB OVERVIEW

<b>JOB TITLE</b>	Senior Administration & Records Management Coordinator		
<b>JOB LOCATION</b>	Regional Office	<b>WEEKLY HOURS</b>	38
<b>DIVISION / DEPARTMENT</b>	Human Resources	<b>SALARY</b>	\$52,555 - \$53,280
<b>DIRECT REPORTS</b>	Nil	<b>WORKING CONDITIONS</b>	Based in Katherine Regional Office, remote travel required and stays in remote communities
<b>REPORTS TO</b>	CEO	<b>EMPLOYMENT CONDITIONS</b>	Victoria Daly Regional Council Enterprise Agreement 2018-2021.

## POSITION DETAILS

<b>JOB PURPOSE</b>	The Senior Administration Officer is responsible for Councils record management system, maintenance and processes. The position will provide a high level of administrative support to the CEO including record maintenance, diary appointments and any follow up action required.
<b>DUTIES AND RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Manage and maintain the Councils Record Management System.</li> <li>2. Ensure all correspondence is registered and appropriately stored in MagicQ.</li> <li>3. Assist areas in using MagicQ to ensure best practice record management is occurring through out the Council.</li> <li>4. Assist with access for MagicQ users ensuring access to relevant areas is provided.</li> <li>5. Ensure a high level of administrative support is provided to the CEO and Mayor in a professional manner at all times.</li> <li>6. Liaise effectively with all levels of staff within the Council, external agencies and outside organisations, to assist in the smooth day-to-day operation of the CEO.</li> <li>7. Ensure discretion and confidentiality is adhered to that promotes the Council's image in a positive light.</li> <li>8. Organise meetings and functions for the CEO as required.</li> <li>9. Ensure the CEO's diary appointments are managed and maintained, the CEO is kept fully informed and materials are provided for appointments where required.</li> <li>10. Manage all internal and external travel and accommodation bookings for the CEO and Elected Members; including travel allowance forms, airfares, hire cars and bus fares when required.</li> <li>11. Manage and prepare the CEO's credit card expenditure documents and all reimbursements for the CEO and Elected Members for processing by Finance.</li> <li>12. Maintain a safe working environment and ensure Work Health &amp; Safety regulations are adhered to.</li> <li>13. Ensure the policies and procedures of the Council are adhered to and all resources effectively deployed.</li> </ol>

## QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE

<b>EDUCATION REQUIREMENTS</b>	Tertiary qualification in Business Administration or a related discipline (essential).
<b>EXPERIENCE &amp; KNOWLEDGE REQUIREMENTS</b>	<ol style="list-style-type: none"> <li>1. Ability to provide high level administration practices and procedures.</li> <li>2. Demonstrated ability to establish and maintain administration systems.</li> <li>3. Demonstrated ability to communicate effectively, have excellent interpersonal skills, a friendly disposition and personal integrity.</li> <li>4. Highly demonstrated organisational and time management skills with the ability to adapt quickly as priorities change.</li> <li>5. Ability to work independently and as part of a team.</li> </ol>

6. Extensive knowledge and experience working with records management systems.

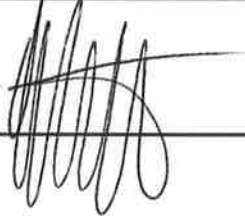
**OTHER  
REQUIREMENTS**

1. Criminal History Check (Recent within 3 months)
2. Working with Children's Clearance
3. A current driver's licence.

**PHYSICAL  
REQUIREMENTS**

The position holder's employment conditions are as set out in the holder's letter of employment offer and in the Victoria Daly Regional Council Enterprise Agreement 2018-2021.

**APPROVED BY  
JOANNE SANGSTER  
CHIEF EXECUTIVE  
OFFICER**



**DATE  
APPROVED**

16/5/19