

KATHERINE TOWN COUNCIL – POSITION DESCRIPTION



1. POSITION INFORMATION			
POSITION TITLE:	Administration Manager	REPORTS TO:	Executive Manager Community Services
POSITION LEVEL:	Level 5	FINANCIAL DELEGATION	\$10,000
DEPARTMENT:	Community Services	BUSINESS UNIT:	Community Services
REVIEWED BY:	Human Resources	REVIEW DATE:	N/A
APPROVAL DATE:	27/8/19	APPROVED BY:	CEO
2. POSITION CONTEXT			
<p>This position reports directly to the Executive Manager of Community Services and is responsible for managing Council’s administrative services to assist in the fast, efficient and effective delivery of Council’s core services to the Katherine Community.</p>			
3. POSITION’S KEY RESPONSIBILITIES			
<ol style="list-style-type: none"> 1. Apply high level skills, knowledge and problem solving to the application of all customer services, administration services, IT and programming operations to ensure the effective, efficient and timely delivery of Council services to the Community; 2. Assist with continuous improvement of the Team’s services, people and resources, make recommendations for positive change, and undertake corrective actions. 3. Work effectively in a team environment creating a great place to work and performance culture through leading by example; 4. Motivate, monitor, manage and coordinate a team of staff to ensure they remain engaged in the workplace and deliver excellent results within the Unit; 5. Participate in establishing annual and project budgets, actively monitor and control Community Service Unit’s budget within delegation; 6. Oversee the coordination of Council events and community engagement and public relations activities, ensure all tasks are completed in a timely, efficient, effective manner where it aligns with the budget; 7. Ensure the development, implementation and on-going review of the Municipal Plan and Operational Plan, report on performance against agreed outcomes. 8. Consult, develop and implement policies and procedures for the Community Services unit; 9. Responsible for the control, renewal of Council’s insurance requirements and processing of insurance claims; 10. Responsible for managing Council’s rates operations, including but not limited to constructing the rates model, levying rates annually, ensuring compliance and legal obligations are met, monitor and follow up on overdue rates, dealing with complex rates enquiries and other duties associated with the management and coordination of Council’s rates operations. 11. Manage Council’s lease agreements, monitoring end dates, following up on lease renewals, and establish new lease agreements; 12. Oversee the legislative compliance and operations of Council record management system and processes; 13. Other responsibilities as shall be reasonably associated with or incidental to the above responsibilities or as shall, in the course of the employment, be agreed between the parties as being or forming part of the duties. 			
4. ORGANISATIONAL RESPONSIBILITIES			
<ol style="list-style-type: none"> 1. Participate in the recruitment of Council Officers to engage the most suitable candidate to fill vacant positions in manner that complies with Council’s recruitment policies and procedures; 2. Ensure compliance with Workplace Health and Safety requirements. Comply with workplace procedures for risk identification, risk assessment and risk control. Participate in activities 			

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<p>associated with the management of workplace health and safety. Identify and report health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace.</p> <ol style="list-style-type: none"> 3. Assist in the implementation of the Katherine Town Council’s Local Counter Disaster Sub-Plan in the event of a disaster; 4. Ensure incumbent is dedicated to servicing our community and will listen to and proactively respond to their needs; 5. Foster sustainable, honest relationships with the community and stakeholders 6. Perform and deliver results that align with organisations strategic direction and serve our community; 7. Work in accordance with Council’s Vision and Mission statement. 	
<p>5. Level of Responsibility</p>	
<p>Authority & Accountability</p>	<p>This position may be responsible for providing a specialised/technical service and for completing work with elements of complexity. May make internal and external recommendations which represent the Council to the public and/or other organisations. This position is accountable for the quality, effectiveness, cost and timeliness of the programs, projects or work plans under their control and for safety and security of the assets being managed.</p>
<p>Judgment & Problem Solving</p>	<p>This position will be required to use judgment and problem-solving skills where there is a lack of definition requiring analysis of a number of options. Typical judgments may require variation of work priorities and approaches; some creativity and originality may be required. Guidance and counsel may be available within the time available to make a choice.</p>
<p>Specialist Knowledge & Skills</p>	<p>This position has advanced knowledge and skills in a number of areas where analysis of complex options is involved.</p>
<p>Management Skills</p>	<p>This position may provide higher level supervision of groups of operational, administrative, trades or technical employees. Employees supervised may be in a number of different work areas, requiring motivation, monitoring, managing and co-ordination to achieve specific outputs. This position may require an understanding and implementation of relevant employment policies and practices.</p>
<p>Interpersonal Skills</p>	<p>This position requires skills to communicate with employees in lower levels and the public. This position is expected to write detailed and non-standard reports and correspondences in their field of expertise.</p>
<p>Qualifications & Experience</p>	<p>This position requires working knowledge and experience of all work procedures for the application of technical, trades or administrative skills in the most complex areas of the job and suitable qualifications, which may include a diploma and/or advanced diploma; or appropriate in-house training or equivalent.</p>
<p>6. SELECTION CRITERIA</p>	
<p>Essential</p>	<ul style="list-style-type: none"> • Demonstrated ability to meet the positions key responsibilities; • Current NT Drivers Licence; • Sound written and verbal communication skills; • Experience in Microsoft Office products and packages; • High Level customer service experience; • Experience in managing and positively engaging a team environment; • Ability to understand various legislations, statutory obligation and Council policies in order to make informed decisions; • Demonstrated experience and ability to deliver good outcomes; • Extensive knowledge and skill gained through on-the-job training; • Minimum experience of 2 years in similar or related role.

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Desirable	<ul style="list-style-type: none">• Business, Administrative and/or Event Management qualification or other related tertiary qualification;• Previous experience in Local Government role.	
7. ACKNOWLEDGMENTS		
Employee:		Date:
Manager/HR:		Date: