



## KATHERINE TOWN COUNCIL POSITION DESCRIPTION

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| <b>Position Title:</b> Project Team Assistant | <b>Position Number:</b>                        |
| <b>Department:</b> Governance                 | <b>Accountable to:</b> Chief Operating Officer |
| <b>Responsible for the supervision of:</b>    | N/A  |

| VALUES   | MISSION  |
|--|--|
| Service Responsiveness Involvement<br>Responsibility Equity Accountability | To provide a sustainable and prosperous environment for the people of the Katherine Region through growth, opportunity and tolerance.  |
| <b>RESULTS</b>   | We are dedicated to serving our community and will listen to and proactively respond to their needs.   |
| <b>RELATIONSHIPS</b>   | We will partner with our community and our stakeholders to create sustainable honest relationships.  |
| <b>REASONS</b>   | We deliver results that align with our strategic direction and serve our community   |
| <b>PURPOSE</b>   | Responsible for the provision of high quality office services by implementing administrative systems, procedures, and policies; monitoring administrative projects; maintaining suggestion program |

| KEY RESPONSIBILITIES   |
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| <ul style="list-style-type: none"> <li>Provide administrative support for the Governance Team, including the Project Manager in completing works including Council's current, ongoing and future construction/building projects within the Katherine Municipality;</li> <li>Ensure all aspects of the projects run smoothly and efficiently by assisting in achieving project deliverables and project outcomes by providing high level administrative support and project input.</li> <li>Work collaboratively with the Governance Team members to maximise productivity and achieve desired project outcomes;</li> <li>Work with various members of the project team and the client to develop a timeline, create schedules, and oversee progress to make sure goals are met on time.;</li> <li>Utilise spreadsheets/software program to track budgets, dates, and other information. Organise contracts, financial files, reports, and invoices, and perform administrative duties such as ordering office supplies, bookkeeping, and billing;</li> <li>Responsible for organising and monitoring of schedules calendars and meetings, including the preparation of agendas and minutes of meetings;</li> <li>Communicate with consultants, suppliers, contractors, other stakeholders</li> <li>Maintain project management data and documentation;</li> <li>Attend to all incoming and outgoing correspondence promptly;</li> <li>The provision of a high level of customer service</li> </ul> |

- Assist in the implementation of the Katherine Town Council Local Counter Disaster Sub-Plan in the event of a disaster.
- 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.

## LEVEL OF RESPONSIBILITY

### AUTHORITY AND ACCOUNTABILITY

Work is performed within general guidelines  
Responsible for administrative operational duties

### JUDGEMENT AND PROBLEM SOLVING

Tasks performed may involve selection from a range of existing techniques, systems methods or processes.

Guidance is available from more senior staff.

### SPECIALIST KNOWLEDGE AND SKILLS

Demonstrated competence in a number of key skill areas related to major elements of the job, including building / construction knowledge.

Proficiency in the application of standardised procedures and practices.

### MANAGEMENT SKILLS

Provide employees with on-the-job training, guidance and basic knowledge of workplace policies and procedures.

### INTERPERSONAL SKILLS

Effective communication skills to enable communications with clients, other employees and members of the public and in the resolution of routine and usual matters.

### QUALIFICATIONS AND EXPERIENCE

Qualifications or relevant experience in accordance with the requirements of the work acquired through completion of relevant certificates and/or knowledge and skills gained through on-the-job training. Including Microsoft office software, excel, and project management software.

## SELECTION CRITERIA

### ESSENTIAL

- Demonstrated ability to deliver excellent results and enriched relationships in each key responsibility
- Current NT drivers licence
- Demonstrated experience and positive outcomes in relevant positions

### DESIRABLE:

- Project coordination in construction /building
- Relevant Certificate qualification

## ORGANISATIONAL RELATIONSHIP

The position's reporting and team membership is in accordance with the Council's organisations chart.

## DELEGATION

Delegations are in accordance with the latest *Instrument of Delegation of Powers and Functions*

## PERFORMANCE STANDARD

The extent to which the stated key responsibilities are achieved in both the position description and personal performance work plan.

PREPARED BY

Chief Operations Officer

DATE ISSUED

January 2019

APPROVED BY

Chief Executive Officer