



# Administration Support Officer – Disability Services

<b>Job Title</b>	Administration Support Officer – Disability Services
<b>Classification</b>	Level 4
<b>Work Unit</b>	Community Services
<b>Responsible To</b>	Regional Manager – Disability Services

## Primary Objective

The Administration Support Officer – Disability Services, will provide a high level of administrative support to the Disability Services team.

## Key Responsibilities

1. Manage daily administrative duties including payroll functions, telephone enquiries, travel and accommodation bookings, producing clear itineraries, purchase orders, and credit card acquittals.
2. Provide administrative support, including recruitment, minutes of meetings, data entry, and assist and support Disability Services.
3. Ensure compliance with appropriate accounting practices, controls, policies and procedures.
4. Collate and prepare for approval employee timesheets for the Disability Services team.
5. Maintain client management systems, including data entry and running reports.
6. Provide procurement support, including equipment purchases, servicing, and respite services.
7. Provide office administration, assistance and support, extending to other East Arnhem Regional Council departments as required.
8. Organise meetings, including event management, arranging facilities, catering, and travel and attendance of participants.
9. Provide support for key projects being implemented in the Community Services unit.
10. Communicate and liaise with staff, regional and community-based managers, key clients and stakeholders, including travel to remote communities as required.
11. Comply with all Workplace Health and Safety policies and procedures.
12. Actively participate in all offered training and development opportunities.
13. Other duties as reasonably directed by the Regional Manager - Disability Services.

## Essential Selection Criteria

- Must have, or be able to obtain and maintain, a current NDIS Worker Screening Clearance.
- Demonstrated capabilities in customer service, and interpersonal skills to ensure an effective, efficient, and friendly service is provided to all.





## Position Description

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- Strong communications skills, including written and oral communication, with an ability to relate and communicate effectively in a cross-cultural environment.
- Demonstrated ability to use own initiative and to work unsupervised, whilst prioritising workloads, meeting deadlines, and contributing effectively as a valuable team member.
- Proven effective time management with the ability to work autonomously.
- Proficiency with the Microsoft Office Suite (particularly Word, Excel, and Outlook) and an ability to learn new software.
- Must hold a current C Class Drivers Licence.

### Desirable Selection Criteria

- Other relevant or related qualifications.
- Previous experience living and/or working in remote Australian First Nations' communities.
- Demonstrated high level of cross-cultural awareness to ensure effective participation in a multi-cultural workplace.
- Awareness of issues affecting First Nations People in Australia.

All employment with the East Arnhem Regional Council (EARC) is subject to a Criminal History Check and the ability to obtain a NT Working with Children Clearance. Criminal history will not exclude an applicant unless it is relevant to the inherent requirements to their position.

Employees must also be prepared to travel to remote communities via various means, including 4WD vehicle and light aircraft.

East Arnhem Regional Council is an Equal Employment Opportunity (EEO) employer.

**Dale Keehne**  
**Chief Executive Officer**  
**East Arnhem Regional Council**

