

Senior Administration Support Officer – Infrastructure & Assets



About the Groote Archipelago Regional Council.

(GARC) is a newly established local government authority dedicated to serving the diverse communities of the Groote Archipelago, areas of Groote Eylandt and Bickerton Island.

Guided by principles of transparency, accountability, and community engagement, the Council's focus is one of collaboration and inclusion with residents, Indigenous groups, and various stakeholders to address the unique needs and aspirations of the archipelago's population through a focus of Local Decision Making.

By fostering economic growth, enhancing community well-being, and promoting cultural awareness, the Groote Archipelago Regional Council strives to create an inclusive, vibrant, and sustainable future for all its residents.

The Role

Position Description

Title: Senior Administration Support Officer – Infrastructure & Assets

Salary: \$75,941.56 Plus Superannuation

Employment Type: Full Time or Part Time

Reports To: Regional Manager - Infrastructure and Assets

Location: Angurugu, Groote Eylandt

Position Overview

The Infrastructure and Assets Administration Support Officer plays a vital role in supporting the Groote Archipelago Regional Council's initiatives and programs within the Angurugu community as well as assisting Council operations in all other Groote communities as well. This position is responsible for providing administrative support to the Infrastructure and Assets Manager. The ideal candidate will possess strong communication skills, a passion for community development, and the ability to work collaboratively in a dynamic environment.

Key Responsibilities

1. Administrative Support

- Provide administrative support for the Regional Manager - Infrastructure and Assets.
- Maintain accurate records, databases, and filing systems related to Infrastructure, Fleet and Assets.
- Facilitate seeking quotations, raising purchase orders and processing invoices for payment.
- Assist, coordinate and schedule meetings, events, and training sessions as required.

2. Community Engagement:

- Assist with community civic events in a collaborative and consistent manner when required.
- Assist with the organisation of meetings and workshops when required.

3. Collaboration and Relationship Building:

- Foster positive relationships with community members, local organisations, and stakeholders.
- Collaborate with other Council departments to ensure cohesive service delivery and community development initiatives.

4. Monitoring and Reporting:

- Maintain confidentiality and privacy regarding Council and community information.
- Assist with preparation of Council reporting requirements.

5. Other

- Comply with all reasonable Workplace Health and Safety Policies and Procedures
- Other duties as reasonably directed by the Regional Manager Infrastructure and Assets.

Key Selection Criteria

Qualifications and Experience

- Experience in an administrative or project support role, ideally within construction, infrastructure, or local government.
- Strong organisational and time management skills, with the ability to manage competing priorities.
- Knowledge of procurement processes, contractor management, and compliance requirements.
- Attention to detail and ability to manage multiple tasks effectively.

Knowledge and Skills

- High-level interpersonal and communication skills, with the ability to engage a wide range of staff and stakeholders effectively.
- Proficient in Microsoft Office (Word, Excel, Outlook) skills and/or training.

Commitment to Community Outcomes

- A strong commitment to achieving meaningful outcomes for the Groote Archipelago Regional Council residents.
 - Understanding of and respect for Aboriginal cultures and communities, with the ability to work collaboratively in a culturally sensitive manner.
-

Conditions of Employment

- The role may require travel within the Groote Archipelago Region and occasional work outside standard hours to meet operational needs.
- Employment is subject to a satisfactory Working with Children Check, National Police Clearance, and other pre-employment screening as required.
- Current Northern Territory "C" Class Drivers Licence with manual driving capacity.

This position offers a unique opportunity to play a pivotal role in the ongoing operation success of GARC as a Local Regional Council focused on the delivery of improved services and outcomes for its residents.

The Groote Archipelago Regional Council is a Committed Equal Employment Opportunity (EEO) employer.



Shane Marshall
Chief Executive Officer
Groote Archipelago Regional Council