**Position Description**

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| **Title** | **Construction Administration Officer** |
| **Reporting to** | Constructions Manager |
| **Salary Range** | $65,603.20 to $69,160.00 |
| **Liaises with** | All employees, suppliers and clients |
| **Type of Position & Hours of work** | Full Time  Monday to Friday  7:00am to 3:30pm and 2:30pm on Fridays |
| **Position Summary** | The role of the Construction Administration Officer is to provide the Construction Manager and the Construction team with overall administration support.  This position will be the first point of contact for all general enquires, and it will assist the Construction Manager in providing accountable and quality customer service in line with Julalikari Council Aboriginal Corporations Vision, Mission Statement and Core Objectives in accordance with relevant tenders and funding streams. |
| **Essential Criteria** | * Qualifications in Office Administration Certificate III or equivalent Tertiary qualification; * Assist the Construction Manager with the ordering of materials / supplies and their delivery; * Process incoming invoices and submitting paperwork to the finance for payment; * Demonstrated ability to achieve outcomes within a specified timeframe; * Demonstrated ability in processing maintenance requests, work orders, job cards, invoicing and ordering requirements; * Assist the Construction Manager to prepare invoices and associated paperwork for completed projects; * Maintain a filing system; * Maintain daily operations of the construction office and assist in controlling access to the construction yard; * Answer phones, reply to emails and handle walk-in enquires; * Other reasonable duties as directed by the construction manager; * Highly developed communication and networking skills; * Ability to work independently, exercise initiative and meet deadlines; * Well-developed verbal and written communication skills; * Computer literacy; * Current NT driver’s licence; * Current National Police Clearance or an ability to obtain one; and * Working with Children’s Clearance or an ability to obtain one. |
| **Desirable Criteria** | * Demonstrated knowledge of the construction industry; * Experience with infrastructure projects. |
| **Key Attributes** | * Ability to follow Policy and Procedures * Punctuality * Ability to carry out essential daily tasks * Ability to follow instruction * Willingness to learn * Ability to work autonomously and as a member of a team * Demonstrate initiative and be proactive * Critical thinking and complex problem solving * Motivated for business development * Commitment to efficiency * Excellent customer service etiquette * Attention to detail * An understanding of Work Health and Safety and risk management |

*The statements contained herein reflect general details, as necessary to describe the principal tasks of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including working in other functional areas to cover absences or relief, to equalise peak work periods, or to otherwise balance the workload. I acknowledge that the attached Key Performance Indicators (page 3 & 4) will be used to assess my performance in this position.*

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of Julalikari Council Aboriginal Corporation.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position Description – Key Performance Indicators**

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| **Construction Administration Officer** |

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| **Tasks and Responsibilities** | **Key Result Area/ Key Performance Indicators** |
| **Programs** | |
| Responds to the needs of the Construction Manager and Construction Team | *Engagement and feedback from stakeholders and team members* |
| Liaison with Cultural Team Leader | *As required* |
| Stock procurement as requested | *Demonstrated, as per JCAC Policy and Procedures* |
| Oversee compliance with the Motor Vehicle Policy for the Construction team | *Demonstrated compliance* |
| Equipment Maintenance | *All equipment is maintained, pre starts completed, serviced regularly and records of servicing maintained and submitted on time as per instructions from the Construction Manager.* |
| **Administration** | |
| Emails and correspondence | *Present the company and yourself in a friendly and professional manner, promoting business awareness.*  *Processing and managing all correspondence daily, quickly and efficiently.* |
| Documentation processing | *Scan, copy, email, print and bind daily and efficiently with minimal waste of time.* |
| Filing systems | *Implement and maintain Policy and Procedures for filing and filing systems.* |
| Assist the Construction Manager in the preparation and presentation of reports. | *To a high standard and on time.* |
| **General** | |
| Adhere to JCAC Polices & Procedure at all times | *Demonstrated* |
| Induct and train new employees as required | *Demonstrated* |
| Any other reasonable task as directed by my Manager | *Demonstrated* |
| **Teamwork** | |
| Display integrity and ethics consistent with the role within JCAC | *Strong work ethic is observed including respect for management, peers and direct reports* |
| Develop and maintain networks and partnerships with relevant government agencies, cultural organisations and service providers. | *Demonstrated relationships in all areas of work* |
| Actively participate as a member of the team by undertaking all duties enthusiastically and cheerfully, maintaining a positive working relationship with management, employees and clients | Relationships with colleagues are impartial and objective ensuring that any conflict is dealt with appropriately and in an effective manner as per JCAC policy |
| Promotion of JCAC culture and values | Take the lead in demonstrating company values and promoting positive JCAC culture throughout the organisation |
| **Training** | |
| Attend training as requested | Attend paid and unpaid training |
| Punctuality for all meetings | Punctuality at meetings |
| **Financial** | |
| Provide all financial documents to the Finance Team | On time, as required |
| All financial requirements for the unit are met | Maintain compliance as requested from the Construction Manager |
| **Work Health & Safety** | |
| Follow all Work Health & Safety (WHS) policies and procedures and ensure employees operate safely and efficiently at all times | *Relevant forms and reports submitted to Executive Manager Community Services within 48 hrs of request* |
| Adhere to the vehicle use policy | *No breaches of the vehicle use policy are observed* |
| Attend toolbox meetings and regular WHS briefings | *Meetings attended and participation* |
| Complete and submit to the HR Office hazard and incident report forms when any hazards/ incident/ near miss occurs | *Forms completed within 12 hours of incident and 24 hours of hazard/ near miss* |
| Support the implementation and maintenance of the Workplace Health and Safety System | *Implemented and maintained* |
| Conduct/participate in annual internal audit and management reviews on the all Quality Management Systems | *Complete in a timely manner and in line with JCAC policy and procedure.* |

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| **Review Date** | 16/09/2022 |