

# POSITION DESCRIPTION

<b>Position Title:</b>	Administration Assistant, Operations	<b>Position No:</b>	OPADM
<b>Position Type:</b>	Fixed Term, Full Time	<b>Classification:</b>	A03
<b>Location:</b>	Darwin, Northern Territory	<b>Reports to Position:</b>	GMOPS
<b>Reports to:</b>	General Manager, Operations	<b>Last Updated:</b>	2.9.24

## POSITION OBJECTIVES

Provide confidential and professional support services to GM Operations and other members of the Leadership team.

## MAIN DUTIES/KEY ACCOUNTABILITIES

- Provide administrative support to the General Manager, Operations and other members of the Leadership team where required.
- Monitor and manage group email accounts and mail including distributing to relevant teams or provide adequate responses in a professional and timely manner.
- Ensure high standard information management practices are followed within the electronic record management system, including administration of Port Notices, Marine Pilot requirements, monthly and quarterly reports.
- Greet onsite visitors & ensure that all visitors sign in and are directed to their Darwin Port contact.
- Process purchase orders, invoices and reconciliation of credit cards for the Operations Division and liaise with finance team as required
- Support the Supervisor Scheduling & Harbour Control with the Pilot Exemption Certificates (PEC) details and updating Marine Pilots approved leave in the Port Management System.
- Organise functions, conferences and meetings including catering, and prepare agenda papers, presentations and taking of minutes where required.
- Provide administrative support to the Landside Operations team for the Darwin Port Online Induction System.
- Arrange travel and accommodation, undertake diary management, ordering of stationary & consumables as required
- Process Port Notice breaches and administer infringement documents.
- Prepare reports via Darwin Ports business systems.
- On occasion you may be required to be contactable outside of your ordinary hours of work.
- Contribute positively to continuous improvement activities and initiatives at Darwin Port
- Other duties as directed by your manager from time to time

## QUALIFICATIONS & EXPERIENCE

Selection Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Current NT drivers' licence</li> <li>• Current MSIC or ability to obtain</li> <li>• Certificate III in Business Administration as a minimum</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate IV Business Administration</li> <li>• Current First Aid Certificate</li> </ul>

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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Selection Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>• Experience in providing administrative support.</li> <li>• Intermediate skills with the MS Office Suite of products</li> <li>• Experience in database management and report writing.</li> <li>• Experience in electronic record management systems, procurement financial management systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in managing financial expenditure, particularly travel and accommodation.</li> </ul>

### SKILLS & CAPABILITIES

- Able to display high level of professionalism, honesty and integrity in line with Darwin Port Values
- Self-motivated with excellent time management skills, reliability and attention to detail to ensure work is undertaken with a high level of accuracy with supervision
- High standard of written and oral communication skills with the ability to communicate positively and effectively with a diverse range of internal and external stakeholders
- Ability to work effectively with people of various cultures in a team environment as well as independently to achieve objectives
- Ability to apply safe work practices in performing duties and responsibilities and to proactively identify and report and/or resolve potential risks and hazards
- Ability to build and maintain positive working relationships internally and externally
- Well-developed computer skills, to work across a range of systems and software
- Use initiative to problem solve and meet objectives, and proactively engage in self-directed learning
- Ability to identify problems, gather information and apply knowledge and understanding of the business to address or escalate issues as appropriate

### VALUES

Our organisational culture is underpinned by the Darwin Port values of **Teamwork, Respect, Integrity, Honesty and Safety**.

*You are expected to carry out your position in alignment with the above values. You must comply with all relevant workplace policies, procedures, standards and legislative requirements.*

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