

Position Vacant

Job Title: **Technical Services Administration Officer**
Work type: Full time position
Department: Technical Services
Pay range: \$90,000.00 to \$95,000.00 per annum

About the Organisation

Aurukun Shire Council plays a crucial role in leading the community and addressing the needs of its residents. The Council works closely with various stakeholders, including government agencies, non-governmental organisations, and local businesses, to improve service delivery and create opportunities for the community it serves.

Key focus areas for the Aurukun Shire Council include community safety, governance, economic development, and preservation of cultural identity, environmental management, postal services, aged care and child care provision. Initiatives are developed and implemented in consultation with community members, ensuring their active participation and ownership. The Council strives to empower community members, promote self-determination, and build a sustainable and prosperous future for Aurukun.

About the Role

This role is residential and based in Aurukun.

Reporting to the Director of Technical Services, this position provides assistance with Technical Services project delivery, coordination and administration covering QBuild maintenance and upgrade works, ASC infrastructure, utilities, buildings, roads, town maintenance and waste management.

Key Accountabilities

- Provide administrative assistance to the Director Technical Services including coordination and preparation of DTS and other reports, agendas and meeting minutes as directed and tracking of outcomes and actions from Council, Management and Technical Services Supervisors meetings.
- Provide administrative assistance to the Building Services Manager and department staff when directed by the Director Technical Services.
- Manage and monitor QBuild portal IT system, inclusive of work orders including but not limited to preparing costing of work orders for invoicing.
- Assist with project management/reporting, including monitoring of invoicing by contractors and suppliers, QBuild, private works, grants, capital works, budgets, regulatory monitoring and procurement.
- Monitor Technical Services component of Councils Asset Management System Mentor APM for integrity of data to ensure its accuracy
- Management of emails and correspondence relating to third party works.
- Liaise with internal and external stakeholders and respond in a timely way to customer enquiries.

- Maintain records systems in accordance with ASC procedures including mandatory and tools of trade licensing in conjunction with human resources.
- Document and maintain work related procedures and processes.

Selection Criteria

1. Experience in project management administration and reporting, including monitoring of invoicing by contractors and suppliers, private works, grants, capital works, budgets, statutory reports and preparing costing of work orders for invoicing.
2. Certificate or higher qualifications in Project Management desirable.
3. Experience in maintaining records systems and providing administration support in a fast-paced environment.
4. Strong interpersonal and communication skills and a professional and courteous manner at all times.
5. Strong numeracy, literacy and organisational skills and attention to detail.
6. Excellent computer skills including Microsoft Office.
7. Excellent written and oral communications including formatting of correspondence reports, agendas and meeting minutes.
8. Capacity to demonstrate a high level of commitment to interact positively in a remote Aboriginal community.
9. Sound organisation and an ability to plan daily tasks and prioritise workload
10. Ability to thrive in a dynamic work environment and work as part of a team.

Benefits

Joining ASC means becoming part of an organisation with strong cultural values with a focus on providing exceptional services to, and for, the community.

You will be offered;

- A salary of \$90,000 - \$95,000 per annum plus superannuation and allowances. Some overtime at penalty rates may be available
- Subsidised accommodation provided
- 5 weeks annual leave, 8 Days Isolation Leave per year
- 2 return flights per year to Cairns from Aurukun in accordance with Council policy
- Relocation expenses in accordance with Council policy
- Access to our Employee Assistance Program (EAP)

How to apply

To apply, email a copy of your current resume and cover letter addressing the selection criteria to hrmanager@aurukun.qld.gov.au

Applications close 4pm Monday 5 May 2025.

Shortlisting for this position will begin immediately and Council reserves the right to fill the role prior to the nominated closing date. Only shortlisted applicants will be contacted. Appointment to this position is subject to a satisfactory National Police Check and pre-employment medical assessment.

For further information or a copy of the position description contact the HR Manager on **0418 387 516** or email hrmanager@aurukun.qld.gov.au