

## JOB DESCRIPTION

<b>Position Title</b>	<b>Administration Assistant</b>		
<b>Position Number</b>	43170052	<b>Designation</b>	TGEN Band 1 Admin Corporate Services
<b>Reports To</b>	<b>Manager Executive Services</b>		
<b>Organisational Context</b>			
<p>Territory Generation is a Government Owned Corporation that was formed in 2014 as part of the Northern Territory Government's reforms to the electricity market. We are a Northern Territory Government entity that produces more than 2000GWh of electricity a year using gas, diesel and solar technologies to power Territory towns and cities. Our vision is to safely, reliably and efficiently generate electricity to meet the needs of our customers and to sustainably contribute to the lifestyle and development of the Northern Territory.</p> <p>Our actions, words and behaviours are guided by a core set of Values that form the foundation of everything we do. Our Values are <b>Focus, Integrity, Respect, Safety, Teamwork. "FIRST"</b></p>			
<b>Employee Responsibilities</b>			
<p>You work as part of a team to safely and efficiently meet your agreed objectives which contribute to the shared vision for Territory Generation. You actively demonstrate the organisation's values and take accountability for your performance and behaviour. Key responsibilities:</p>			
Focus	<ul style="list-style-type: none"> <li>• Demonstrates an awareness of the Vision and objectives of the Corporation.</li> <li>• Develops individual objectives and, where requested by direct supervisor, adjusts priorities to the needs of the business.</li> <li>• Tracks own performance in line with objectives on a regular basis.</li> <li>• Actively participates in performance reviews and feedback processes.</li> <li>• Remain self-disciplined and calm under pressure.</li> </ul>		
Integrity	<ul style="list-style-type: none"> <li>• Demonstrate the organisation's values.</li> <li>• Conduct business in line with the values and high ethical standards – considers values in business interactions;</li> <li>• Ensures compliance with legal, governance and policy requirements;</li> <li>• Deliver on commitments – where commitments cannot be delivered on, communicates openly and honestly and sets new timelines for delivery.</li> </ul>		
Respect	<ul style="list-style-type: none"> <li>• Takes accountability and responsibility for own actions;</li> <li>• Readily shares knowledge and expertise with others;</li> <li>• Actively supports the team and organisational goals;</li> <li>• Treats change and new situations as opportunities for learning and growth.</li> </ul>		
Safety	<ul style="list-style-type: none"> <li>• Demonstrates safe working behaviours in order to achieve an incident free and safe workplace;</li> <li>• Develops personal safety objectives;</li> <li>• Challenges unsafe behaviours from team mates;</li> <li>• Monitors and takes ownership of own safety performance.</li> </ul>		
Teamwork	<ul style="list-style-type: none"> <li>• Helps team mates feel valued and included in discussions;</li> <li>• Places higher priority on team than individual goals;</li> <li>• Shares important or relevant information with team or other affected stakeholders in a timely manner;</li> <li>• Speaks positively of team mates and other employees;</li> <li>• Focuses on personal growth and addresses development gaps which will help the achievement of performance goals.</li> </ul>		

### Role Responsibilities

You will provide a high level administration support services to the Chief Executive Officer (CEO) and Chief Financial Officer (CFO) as directed by the Manager Executive Services (MES) to assist with the effective and efficient delivery of Territory Generations Operations.

Key accountabilities include but not be limited to the following:

- 1) Provide general administrative support as directed by the CEO, CFO and MES.
- 2) Maintain accurate and up-to-date information using electronic document management systems, calendars and databases.
- 3) Catalogue, maintain and update operational procedures in accordance with Territory Generation policies.
- 4) Provide high level administrative support, including the coordination of management schedules, reporting requirements, meetings, travel and the preparation of meeting schedules, agendas, papers and reports and minute taking as required.
- 5) Support staff with all aspects of financial and work order management, including raising purchase orders to ensure compliance with the corporate policy and guidelines.
- 6) Act as a site contact for the Executive Office and Finance team, meet and greet visitors and escort them to meetings
- 7) Liaise with the administration assistant team (AAT) to ensure streamlined approach to the provision of administration services and application of administrative procedures across Territory Generation.
- 8) Carry out duties in accordance with Territory Generation's safety, environmental and quality policy, safety principles, corporate values and strategies.

### Selection Criteria

#### Essential

- 1) Possess a high level of initiative and self-motivation, as well as having effective time management skills and the discretion to manage confidential information.
- 2) Ability to prioritise and manage competing demands and deliver outcomes with a high attention to detail.
- 3) Knowledge and broad understanding of office protocols in a corporate business work environment.
- 4) Demonstrated computer literacy skills, including proficiency with word processing packages and various computer applications and calendar management.
- 5) Effective written and verbal communication and interpersonal skills, with an ability to interact effectively with different stakeholders and people of diverse cultures.
- 6) Northern Territory drivers licence or equivalent.

#### Desirable

- 1) Working knowledge of or proven ability to quickly acquire skills and knowledge in the use of a range of IT software such as Total Records and Information Management (TRIM), Pronto, Travel Requisition System (TREQS) and the Microsoft Office Suite.
- 2) Qualifications in a relevant discipline.
- 3) Senior First Aid.

### REVIEW / AUTHORISATION

<b>HR Review:</b>	<b>Rachel Turvey</b>	<b>Date</b>	<b>April 2017</b>
<b>Chief Financial Officer:</b>	<b>Steve Bartlett</b>	<b>Date</b>	<b>April 2017</b>
<b>Chief Executive Officer:</b>	<b>Tim Duignan</b>	<b>Date</b>	<b>April 2017</b>

**Pre-Employment medicals are a requirement for all Territory Generation positions**

### Northern Territory Government

<b>Information for Applicants</b>	<b>Applications must be limited to a one-page summary sheet and an attached resume/cv.</b> For further information for applicants and example applications see: <a href="http://www.nt.gov.au/ocpe">http://www.nt.gov.au/ocpe</a>
<b>Information about Selected Applicant's Merit</b>	If you accept this position, a summary of your merit (including work history, qualifications, experience, skills, etc.) will be provided to other applicants to enable transparency and understanding of the decision. For further information see: <a href="http://www.nt.gov.au/ocpe">http://www.nt.gov.au/ocpe</a>
<b>Apply online:</b>	<a href="https://jobs.nt.gov.au/Home/Application?rtfid=120395">https://jobs.nt.gov.au/Home/Application?rtfid=120395</a>
<b>Closing Date</b>	<b>26/06/2017</b>