

JOB DESCRIPTION

Position Title	Administration and Facilities Officer		
Position Number	38456	Location	Alice Springs (Owen Springs Power Station)
Designation	TGEN Band 2 Admin Corporate Services		
Reports To (Position Title)	Regional Manager South		
Northern Territory Government			
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached resume/cv. For further information for applicants and example applications see: click here		
Special Measures	Territory Generation values diversity in the workplace that represents the community. Therefore, under an approved Special Measures Plan, eligible Aboriginal and Torres Strait Islander (Aboriginal) applicants will be granted priority consideration for selection. For more information on Special Measures, go to the OCPE website .		
Information about Selected Applicant's Merit	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: click here		
Organisational Context			
Territory Generation is a Government Owned Corporation that was formed in 2014. We produce the majority of the electricity to provide power to the people of the Northern Territory. Our vision is to be the Northern Territory's trusted and respected energy services business.			
Our actions, words and behaviours are guided by a core set of values that form the foundation of everything we do. Our values are Focus, Integrity, Respect, Safety and Teamwork (FIRST) .			
We recognise that individually; our employees offer unique value and perspective, and we are committed to a workplace that supports people from all backgrounds.			
Employee Responsibilities			
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:			
Focus	<ul style="list-style-type: none">• Demonstrates an awareness of the Vision and objectives of the Corporation.• Develops individual objectives and, where requested by direct supervisor, adjusts priorities to the needs of the business.• Tracks own performance in line with objectives on a regular basis.• Actively participates in performance reviews and feedback processes.• Remain self-disciplined and calm under pressure.		
Integrity	<ul style="list-style-type: none">• Demonstrate the organisation's values.• Conduct business in line with the values and high ethical standards – considers values in business interactions.• Ensures compliance with legal, governance and policy requirements.• Deliver on commitments – where commitments cannot be delivered on, communicates openly and honestly and sets new timelines for delivery.		
Respect	<ul style="list-style-type: none">• Takes accountability and responsibility for own actions.• Readily shares knowledge and expertise with others.• Actively supports the team and organisational goals.• Treats change and new situations as opportunities for learning and growth.		
Safety	<ul style="list-style-type: none">• Demonstrates safe working behaviours in order to achieve an incident free and safe workplace.• Develops personal safety objectives.• Challenges unsafe behaviours from teammates.• Monitors and takes ownership of own safety performance.		
	<ul style="list-style-type: none">• Helps teammates feel valued and included in discussions.		

Teamwork	<ul style="list-style-type: none"> Places higher priority on team than individual goals. Shares important or relevant information with team or other affected stakeholders in a timely manner. Speaks positively of teammates and other employees. Focuses on personal growth and addresses development gaps which will help the achievement of performance goals.
Role Responsibilities	
<p>You will provide high level administrative and secretarial support and assistance to the management and staff at the Ron Goodin and Owen Springs Power Stations. Manage and oversee property and building maintenance by on site contractors.</p> <p>Your accountabilities include:</p> <ol style="list-style-type: none"> 1. Provide high level administrative and secretarial support and assistance to the management and staff at the Alice Springs Power Stations such as taking meeting minutes, organising travel, preparing basic correspondence, formatting and filling/storing reports and documents. 2. Be responsible for engaging property and building maintenance contractors either through the use of period contractors or direct purchasing and oversee contractor performance. 3. Manage and coordinate the delivery, administration, monitoring and financial management of all facilities and fleet vehicle contracts. 4. Undertake purchasing activities, obtain quotations, raise Purchase Orders and obtain approvals for invoice payment after establishing that work has been satisfactorily completed, including months end financial acquittals and reporting. 5. Assist with fleet vehicle management for all Territory Generation vehicles. 6. Be responsible for organising induction for new staff and contractors coming on site and the issuing of safety equipment in line with safety procedures. 7. Carry out duties in accordance with Territory Generation's safety, environmental and quality policy, safety principles, corporate values and strategies. 	
Selection Criteria	
Essential <ol style="list-style-type: none"> 1. Demonstrated high level skills in providing organised and timely administrative and secretarial support using initiative and flexibility, with an ability to work with minimal supervision. 2. Proven contract administration and procurement skills. 3. Demonstrated ability to use records management database systems and ability to coordinate and arrange travel and accommodation. 4. Well-developed interpersonal and professional oral and written communication skills, with a demonstrated ability to communicate effectively at all levels including senior executives and people from diverse cultures. 5. Proven ability to maintain a high degree of confidentiality. 6. Proven ability to use a wide range of computer software packages and demonstrated knowledge and experience in Territory Generation electronic business management systems or similar corporate systems. 7. An understanding of appropriate safety and security practices for industrial sites. 8. Ability to carry out duties in accordance with Territory Generation's safety, environmental and quality policy, safety principles, corporate values and strategies. 	
Desirable	
Relevant qualifications or experience in office or business administration.	
FURTHER INFORMATION	
The preferred candidate is required to undertake a pre-employment medical, and employment is conditional on the outcome.	
Approved April 2025	General Manager Operations and Maintenance
Closing date: 01/09/2025	
Apply online: https://jobs.nt.gov.au/Home/JobDetails?rtfId=328894	