



## **Role Profile: Administration Officer**

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### **Our Vision**

DKA's vision is a stronger desert and remote Australia.

### **Our Purpose**

#### **Demonstrating the value of desert and remote Australia**

We are based in a vibrant place where the oldest living cultures on the planet thrive; where the people are resilient and innovation is a way of life. Desert and remote Australia is unique and we share that value with the world.

#### **Connecting people, knowledge and opportunities**

Desert and remote Australia and its knowledge base is a big place to navigate and DKA can be a guide. We create meaningful connections by bringing ideas and resources together.

#### **Looking to the future**

We innovate and incubate. We seek opportunities to grow ideas into realities, creating lasting, positive change.

### **Our Values**

#### **Work together**

We build high-performing and positive teams, and we bring our commitment to teamwork into our external relationships and networks to maximise our shared impact.

#### **Be creative – innovate!**

We approach our work with creativity and innovation; we engage with possibilities and new ideas, creating an agile and responsive organisation.

#### **Stay focused**

There are many different things we could do; we are focused and engage purposefully with everything we do.

#### **Come from strength**

We work with our strengths and the strengths of those we engage with to create positivity and growth. We live and work across languages and cultures and use that experience as the foundation of our work.

#### **Knowledge is powerful**

We have a role in collecting, curating and sharing the knowledge that exists in desert and remote Australia.

## About the role

The Administration Officer is responsible for ensuring the organisation's administrative activities run smoothly on a daily and long-term basis. The role provides administrative support for all employees and provides professional management of the Business and Innovation Centre.

Reporting to the Manager Business Operations, this is a full-time position based in Alice Springs, Northern Territory at the Desert Knowledge Precinct. At times, inter and intra-state travel may be required.

### ***Required qualities and experience***

1. Experience with administration and good knowledge of office procedures
2. Highly organised with attention to detail and commitment to accuracy
3. Strong problem solving skills
4. Excellent verbal and written communication skills
5. Experience with office management software
6. A Northern Territory driver's licence or ability to obtain one

### ***Desirable qualities and experience***

1. Experience with invoice payments
2. Experience using AV equipment and conferencing software

## The Way We Work

DKA has established a way of working that provides employees with three important aspects of a satisfying job: structure, movement and opportunity. The mix of the three aspects is dependent on the role, the individual, and the timing. Your manager will work with you to find a balance that works for you.

### **Your structural role 80%**

We recognise that structure is important. All DKA employees work within a team led by a manager. This provides employees with the stability of a team and manager, and ensures that our core functionality requirements are met. You report to the Manager Business Operations.

### ***Your accountabilities:***

- Manage and provide support for the smooth running of the Business and Innovation Centre including room bookings, urgent minor repairs, communicating with and supporting users of the facility
- Support the smooth running of the office by managing office supplies, kitchen supplies, vehicles, travel, vehicles, event logistics and other tasks as required
- Provide reception services in the Business and Innovation Centre
- Provide finance support including invoice payments
- Working with the Manager Business Operations regularly review office policies
- Working with the Manager Business Operations organise a filing system for important and confidential business documents
- Maintain and update business databases
- Maintain a business calendar that captures critical annual events and upcoming events



### Your movement role: 10%

It's important for employees to understand the wider context of DKA, and to have the opportunity to work beyond their team and direct role. We recognise that people have capabilities beyond the core functions of their role, and that's why part of your role will also be providing your capabilities across the organisation.

### Your opportunity role (or, choose your own adventure!): 10%

DKA values innovation. Our ever-changing environment requires agility and creativity that cannot be fulfilled within a traditional hierarchy.

We want all employees to have the space to pursue their ideas, collaborate on challenges, showcase their capabilities and learn new skills. That's why each employee has 10% of their time allocated to opportunity – time to form teams with other employees, outside of the hierarchy, to collaborate on ideas and special projects.

You may spend this time developing a new program idea, planning and delivering a major event, contributing to the completion of a one-off body of work, the startup phase of a new initiative, or something else that's going to stretch you creatively and professionally, and help us achieve our vision. The desert is your oyster!

## Accountability

At DKA we respect each person's strengths and experience – as part of a dynamic organisation, you will self-manage your work and use initiative. There will be times when you will take the lead on work and times when you will be part of projects outside of your core role.

You report to the Manager Business Operations and will have accountability to the others you are working with on non-core projects.

**To apply, please submit your resume and a cover letter demonstrating your suitability for the position.**

Email your application to [claire.bailey@dka.com.au](mailto:claire.bailey@dka.com.au) by midnight on Sunday 24 March 2019.

If you have questions about your application, please call DKA and ask for Claire: 08 8959 6000