

**Paupiyala Tjarutja Aboriginal Corporation
Tjuntjuntjara Community (WA)**

Position Description

Position:	Office Manager
Location:	Tjuntjuntjara Community, Great Victoria Desert, WA
Responsible to:	PTAC Board and Chief Executive Officer
Reports to:	Manager Community Services
Base Salary:	\$59,965
District Allowance:	\$4,333
Level:	5.1

Spinifex People

Tjuntjuntjara Community is the main population Centre for the Spinifex Lands which covers over 55,000 sq. kms of Native Title area in the Great Victoria Desert region of Western Australia. The community has a population of around 200 people.

Paupiyala Tjarutja Aboriginal Corporation (PTAC) is an Aboriginal corporation with responsibility for managing the essential and community services in the Tjuntjuntjara community. This includes, but is not limited to, the Community Store, Community Resource Centre, a Women's Centre, Indigenous Sport and Recreation program, an Environmental Health program, municipal services (airstrip, tip, road maintenance, water, power, sewerage), mechanics workshop, the Community Development Program and Spinifex Health Service's (including Youth and Home and Community Care programs).

Primary Purpose

The primary purpose of this position is to provide administration and office management services and support to PTAC, the local community and other Spinifex corporations as required. This includes supervising and developing local indigenous worker skills to take on administrative tasks in the office. This position is responsible for working with the Manager Community Services, Chief Executive Officer, CRC Coordinator and CDP Case Manager to ensure the administration, policies and procedures and systems in the office are managed and maintained.

The position is required to assist the PTAC Board and PTAC staff to administer the strategic vision of the organization to achieve its goals and produce measurable outcomes for the community. This position would suit someone who is driven, efficient,

has good administrative skills, is patient, hardworking, and professional and has a sound understanding of the challenges faced working in a remote aboriginal community.

Accountability

The Position/s is directly responsible for the day to day operation of Reception and incoming calls to the community office. This position reports directly to the Manager Community Services who reports to the Chief Executive Officer of Paupiyala Tjarutja Aboriginal Corporation. The Chief Executive Officer is accountable to the PTAC Board.

The position works alongside and collaborates with the CRC Coordinator with regard to Centrelink matters, community lists, Centrepay deductions.

The position liaises with the external accountant regarding community and non-grant accounts.

The position reports directly to the CDP Case Manager regarding the effective administration of CDP and employee timesheets. The position manages and supervises local staff.

Position Objectives

The Office Manager provides administrative services and support to the PTAC office, the local community and other Spinifex corporations as required.

The Office Manager's responsibilities include:

Office Management

1. Maintains and updates PTAC records, including staff, financial, telephone contact and asset data
2. Manages corporation and community financial transactions including
 - purchase orders, fuel orders and
 - community pay disbursement
 - income management system for the elderly and vulnerable clients
 - weekly pension payment system and any other weekly payroll payments as required
 - Check weekly organisational payment summaries under the direction of the Chief Executive Officer
 - Workshop ordering and invoicing
 - Manages community rent collection through Centrepay
 - Weekly timesheet summary for payroll (CDP and NJCP)
3. Ensures the timely, accurate and complete transfer of data and documents to the external accountant including:
 - transaction records

- financial information from core units
(e.g. workshop, women's centre) as directed
 - lodge weekly office reconciliation
4. Ensure full compliance with PTAC policies and procedures, including compliance with OH&S legislation and practice. This includes developing and maintaining PTAC policies and procedures, and improving office management systems
 5. Manages office supplies and stationary ordering and ensures the proper storage, maintenance and security of corporation files and office assets, including the physical security of cash and keys
 6. Manage file for maps, archives and survey data including archiving the office files annually
 7. Maintain reception and the front office to ensure visitors to the community office are able to access the appropriate services. This includes managing incoming calls, weekly mail and incoming freight.
 8. Provide positive support and mentoring to Anangu staff based in the office
 9. Manages non health corporation travel bookings
 10. takes meeting minutes when required (council meeting minutes, staff meeting minutes, annual AGM)
 11. Manages the accommodation facility (Barn) to ensure that the facility is maintained, regularly cleaned and stocks of kitchen equipment, linen etc is readily available. Recruits and supervises cleaning staff.
 12. Manages the accommodation booking system including processing payments
 13. Maintain the office as functional, clean, tidy working environment and ensure that office systems are maintained. Recruits and supervises cleaning staff.
 14. Carries out other duties as directed by the Manager Community Services and Chief Executive Officer
 15. Maintains corporation calendars (e.g. scheduled events, meetings and visits)
 16. With the Manager Community Services, monitors community member in and outs (contact for community members travelling to and from the community)

CDP

1. Monitoring of participant timesheets on a daily basis (CDP)
2. Provides administration support to the CDP and other community program records, including CDP participant data

SELECTION CRITERIA

Skills and Abilities

Essential

- Undergraduate or tertiary qualifications in Business Administration or equivalent
- Well-developed computing and office administration skills, and high level oral and written communication skills
- Sound understanding of community development principles and their application in a remote aboriginal community
- Ability to work effectively and cooperatively with minimal supervision
- Well-developed organizational, planning and time management skills.
- Ability to exercise initiative within established procedures and policies.
- Ability to work under pressure, and to work as part of a team
- Flexibility, and preparedness to assist other staff or do tasks that do not specifically come under the role from time to time
- Sound problem solving, diplomacy and resolution skills
- Excellent cross-cultural skills
- a genuine interest in working cooperatively with traditionally-oriented Aboriginal people
- Exemplifies personal drive and integrity and demonstrates a level of professionalism, energetic hard work and reliability; Openness, fairness and honesty; Integrity and 'decency in business, professional relationships.; Open minded and non-judgemental; Patient; Personal commitment, courage and risk-taking; Deals with pressure and ambiguity; Action orientated; Self-sufficient and resilient; Self aware
- state and federal police checks
- current drivers' licence

Cross Cultural:

- A genuine interest in working cooperatively with traditionally-oriented Aboriginal people
- Good understanding of community development and capacity building
- Strong cross-cultural communication skills
- Experience working in a remote area Aboriginal community

SALARY PACKAGE

Base Salary:	\$59,965
Level	5.1
District Allowance:	\$4,333
Annual Leave:	4 weeks with 17.5% leave loading
Isolation Leave:	2 weeks every 10 weeks (total of 8 weeks per year). Isolation leave includes travel days, public holidays, leave in lieu of overtime and the acknowledgement of working in a remote area. Staff must be in community ten weeks before they are entitled to isolation leave.
Superannuation:	9.5%
Accommodation:	Subsidized furnished accommodation at nominal rent of \$40 week (includes utilities)
Annual Airfare:	Return airfares to place of recruitment for annual leave after 12 months continuous service for the incumbent and dependants onsite.
Relocation:	The salary package also includes relocation from the applicant's place of recruitment. This is outlined in the Aboriginal Communities and Organizations (Western Australia) Interim Award 2011.
Salary sacrificing:	As per the organisation's salary sacrifice policy Zone A rebate area
Phone Allowance:	Included- valued at \$50/month
Internet Allowance:	Included – valued at \$50/month
Overtime:	Overtime and time in-lieu included in the salary and conditions.
Position Status:	Permanent (two-year renewable contract after a 6 month probationary period). Grant funding is reviewed annually.
Probation:	There is a 6 month probationary period on commencement of employment with PTAC, with a performance review to ascertain suitability of ongoing employment.