

Administration Officer Yitpi Yartapuultiku

Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

Our Goals

Thriving Community	Prosperous Economy	Clean And Green City	Places For People
<i>A City where people have the opportunity to connect and flourish</i>	<i>A City with a thriving economy that enriches its local community</i>	<i>A City that values its natural environment</i>	<i>An accessible City where people love to be</i>

Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.
Our systems, processes and tools are contemporary and reflect leading practice.
Our assets and finances are managed with good stewardship.

We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

Our Organisational Values

Make a Difference We serve our community well • Deliver public good • Improve the quality of people's lives • Community focussed • Deliver Council's City Plan	Grow & Improve We improve our work everyday • Innovate • Continuously improve • Problem solve • Adapt & change • Engage the community • Shape the future	Better Together We collaborate & create to deliver meaningful outcomes • Trust, honesty, integrity • Care & support each other • Work as a team • We celebrate success • We are accountable • Open communication
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POSITION DESCRIPTION

The position is:

Position Title	Administration Officer		
Department & Section	Community Development		
Team	Yitpi Yartapuultiku		
Reporting to	Operations Lead, Yitpi Yartapuultiku		
Positions Reporting to it	Nil		
Classification and Stream	MOA Level 3		
Position Number		Prescribed Position:	YES ☒ NO ☐

This is an identified position where First Nations peoples identity, cultural knowledge or connections are a genuine aspect of the role.

This position is intended to constitute a special/equal opportunity measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and s 65 of the Equal Opportunity Act 1984 (SA).

Note: any reference to First Nations peoples within this position description refers to Aboriginal and Torres Strait Islander peoples.

How does this position contribute to our community?

The Administration Officer – Yitpi Yartapuultiku provides high-quality administrative and customer service support to the Yitpi Yartapuultiku Aboriginal Cultural Centre. This support ensures the Centre operates smoothly and delivers a welcoming, culturally respectful experience for all visitors.

What does the position do?

- Deliver professional front-of-house customer service and support for visitors and stakeholders.
- Provide administrative support to the Operations Lead and Centre team members, including calendar management, correspondence, and document preparation.
- Prepare meeting agendas, take minutes during meetings and follow up on action items.
- Administer financial processes including invoice handling, purchase orders, and reconciliation.
- Coordinate office supplies and liaise with vendors as needed.
- Support Venue Officer with use of bookable spaces at the Centre, including room preparation, technology support, room bookings and liaising with venue hirers, caterers and artists.
- Maintain accurate records and data entry in systems.
- Assist with onboarding of new team members and coordination of office supplies.
- Uphold cultural protocols and contribute to a culturally safe environment.
- Support governance processes that promote First Nations community participation.
- Supports testing and troubleshooting of systems to improve and maintain efficiencies.
- Provide support to other roles within the Yitpi Yartapuultiku Section as needed.
- Work some out of hours, evenings, and weekends to support the operational requirements of the Cultural Centre.
- Other reasonable duties as required.

What outcomes does the position deliver?

- Yitpi Yartapuultiku grows and develops as a vital community place and cultural destination for all people.

- Administration and operation of Yitpi Yartapuultiku is managed in alignment with agreed strategic goals and objectives.
- The priorities and resources of Yitpi Yartapuultiku are responsive to community needs.
- Yitpi Yartapuultiku is managed in a culturally sensitive and respectful manner.

The behaviours we expect the position to contribute to our workplace are:

- Effective communication and information sharing.
- Customer focused and passionate about delivering for our community.
- Alignment to PAE Values and Code of Conduct.
- Interpersonal skills that build good work relationships.
- Innovative thinking and informed decision making.
- Enthusiasm to complete tasks.
- A commitment to personal development and improvement.
- Effective time management skills and flexible to changing priorities/environments.
- Initiative, sound problem-solving and continuous improvement.
- Respectful and culturally sensitive engagement.
- Exceptional attention to detail and accuracy with written communication.
- Sensitive information is managed with integrity, supporting a culture of trust and professionalism.

Qualifications for the position

- Qualifications in Business Administration or a related field is desirable.
- A Working with Children Check Clearance, or willingness to obtain prior to commencement (essential).
- Child Safe Environments Training, or willingness to undertake upon commencement (essential).

Experience

- Experience working with First Nations peoples and communities (essential).
- Experience in providing a high level of customer service and administrative support in a local government, community or arts/culture setting (desirable).
- Experience in a community, cultural or local government setting (desirable).
- Proficiency with financial systems and records management tools.
- Proficiency in Microsoft Office (Outlook, Word, Excel, Teams).
- Use of contemporary digital technology, software, applications, and records management tools.

Knowledge

- Strong knowledge of and connection to local First Nations communities, including an understanding of the role and significance of Aboriginal community centres.
- Understanding of First Nations cultural protocols and community structures (essential).
- Strong knowledge of office administration processes and customer service principles.
- Sound accounting and procurement knowledge.
- Strong communication and interpersonal skills.

Information Management/Cyber Security

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment is maintained and promoted.

POSITION DESCRIPTION



- Promote protection, safety and wellbeing of children and other vulnerable people.

Procurement and Contract Management

- Responsible for complying with Councils procurement policy and processes
- Proficient in the application and requirements of procurement within a Local Government context
- Requirement to undertake regular training regarding procurement and contract management activities

Our Safety and Return to Work Commitments

All Employees

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.

Employee Signature: _____

Print Name: _____

Date: _____