



APPLICATION KIT

Position	Administrative Officer
Time-fraction	Full-time
Other Information	Indigenous identified position
Location	Alice Springs, NT
Reports to	ICTV General Manager
Salary	\$61,000 with incremental adjustments every 12 months.
Date of Review	Monthly reviews, plus six-month probationary period.
Term	To June 30, 2022 and extended based on mutual agreement.

## **Administrative Officer Position**

### **Indigenous identified (Full-time)**

ICTV is seeking an experienced administrative officer. The Administrative Officer position works closely with the Operations Manager (to be appointed) and the ICTV General Manager to provide administrative, secretariat and basic book-keeping support. The successful candidate will have worked in a similar administrative position, have strong Microsoft office skills (including Excel and Word) and some experience using financial software such as Xero or MYOB.

Additional training in ICTV systems and Xero will be provided

#### **About ICTV**

ICTV is a public company limited by guarantee. Its members are made up of Indigenous people living in remote<sup>1</sup> regions of Australia. ICTV is a collective, and through its collective membership supplies content produced by remote Indigenous video makers to remote Indigenous communities.

The mission of ICTV (Indigenous Community TV) is to enable Indigenous Australians living in remote parts of the country to share and view video content produced by other Indigenous Australians in remote parts of the country.

ICTV firmly believes that the needs and interests of Indigenous people living in remote regions of Australia are unique to that of other groups in Australia and are best met by the people themselves. The retention of living Indigenous languages and culture is paramount to our mission. The priorities of people living in remote communities are very much based on the retention of language and culture, coupled with economic independence.

ICTV achieves its mission through the management of two independent platforms: A full-time television service available to all remote communities via satellite on Channel 601, VAST, and as a terrestrial television service in Alice Springs and Broome. ICTV also provides video content on demand via the internet at ICTV PLAY, available at [www.ictv.com.au](http://www.ictv.com.au)

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<sup>1</sup> 'remote' as identified by the Australian Bureau of Statistics

## DUTIES

### ADMINISTRATION & RECEPTION

The Administration Officer is responsible for working within administrative systems at the ICTV Office. Duties include:

- Electronic and hard-copy filing of internal administrative documents;
- Maintaining and updating asset register;
- Maintaining and updating incoming and outgoing freight and mail register;
- Assisting with the preparation of monthly staff meetings;
- Receptionist duties, as required;
- Collecting and distributing mail as required;
- Maintaining a number of administrative spreadsheets within SmartSheets portal;
- Maintaining and updating staff information in the HR portal;
- Oversee stationery requirements and consumables for the ICTV office (eg. Milk, coffee, tea, toilet paper, paper towels, hand wash, etc);
- Organising travel and travel itineraries for staff and board members;
- Distribute Annual Reports

### FINANCIAL

The Administration Officer is responsible for a range of financial duties including:

- Processing fortnightly timesheets, including calculating hours worked across jobs, calculating time-in-lieu balances on a fortnightly basis and entering data into Xero;
- Entering supplier invoices and reconciling bank account in Xero;
- Following up outstanding debtors;
- Liaising with accountant and auditor as required;
- Maintaining accuracy of TODO documents;
- Collating monthly bank reconciliations;
- Entering budgets into Xero;
- Preparing financial documents for Board Meetings;
- Assisting in the preparation of documents for the Annual Audit.

### SECRETARIAT

The ICTV Administration Officer works closely with the ICTV General Manager to coordinate Board and General Meetings. Duties include:

- Updating membership database and processing membership applications;
- Preparing for and organising Board and General Meetings;
- Recording minutes for Board, General and other meetings as requested.

### OTHER

You may also be required to:

- Research community events for the Community Bulletin Board;
- Undertake training as required;
- Participate in industry events;
- Report on a monthly basis as requested;
- Adhere to OH&S requirements and organisational policy;
- Other duties as requested.

ADMINISTRATION OFFICER POSITION DESCRIPTION: 2020-21

#### Key Selection Criteria

1. Prior demonstrated experience in a similar administration role (minimum of 1-2 years).
2. Data entry experience.
3. Current knowledge of clerical and administrative procedures and systems such as electronic filing and record keeping.
4. Demonstrated understanding of ICTV, its platforms and audiences.
5. Capacity to work autonomously and accurately, while using initiative.
6. Demonstrated experience using workflows with built-in accountabilities.
7. Good numeracy, literacy and computer literacy skills.
8. Capacity to work to deadlines and ability to multi-task.
9. Demonstrated ability to work as part of a team.
10. Intermediate Microsoft Office and Excel skills.
11. Demonstrated experience using accounting software such as MYOB or Xero.
12. High level communication skills with an attention to detail and accuracy.
13. Full driver's licence.

#### Desirable

1. Strong connections with the Indigenous community in Alice Springs and Central Australia.
2. Preparedness to ask questions and open to learning new skills and systems.
3. Certificate in Business
4. Ochre Card
5. Fluency in an Indigenous Australian Language
6. An interest in media

Successful candidates will be required to clear probity checks including National Criminal History Record Check and Working with Children Check (where relevant to the role).