



Nightcliff Community Centre  
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ABN: 75 183 351 648

IdA Patron, Her Honour, the Honourable Vicki O'Halloran AM Administrator of the Northern Territory

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### **Administration Officer**

- Position Title:** Administration Officer
- Position Purpose:** The role of the Administration Officer is to ensure that IdA functions as a highly competent and effective peak body in policy development, advocacy and representing the disability sector in the Northern Territory.
- The administration officer is employed under the Social, Community, Home Care and Disability (SCHADS) award and will work under the guidance of the Executive Officer to undertake a range of activities that will actively support and represent the views of people with disability and those of their family members, carers and guardians (paid and unpaid) requiring the application of acquired skills and knowledge.
- Position Reports to:** Executive Officer
- Position Location:** 4/18 Bauhinia Street, Nightcliff Community Centre
- Terms of Employment:** To be negotiated
- Award Classification:** Social, Community, Home Care and Disability Services Industry (SCHADS) Award 2010 2.1
- Salary:** (under the SCHADS Award level 2.1 plus casual loading and superannuation of 9.5%. As a casual employee, you are not entitled to annual leave, sick leave, or payment for public holidays.)

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**Background to the organisation:**

Integrated disAbility Action Inc (IdA) was formed in 1996 as the Northern Territory (NT) Peak Consumer Organisation for Territorians with disability. IdA actively supports and represents the views of people with disability and those of their family members, carers and guardians (paid and unpaid).

**Responsibilities:**

Provide administration support to the Executive Officer and Management Committee

**Key Selection Criteria**

1. A flexible approach and proven admin experience with strong organisational and planning skills, including the ability to effectively manage time and workload, prioritise tasks, and meet changing circumstances, competing demands, interruptions and deadlines.
2. Excellent interpersonal skills to liaise effectively with a wide range of people and develop and maintain effective working relationships at all levels.
3. Excellent written communication including the ability to identify and analyse problems, establish appropriate solutions and recommendations, write reports, policy and correspondence in a clear and effective manner.
5. Self-motivated with ability to work independently and as an effective team member.
6. Demonstrated capacity to manage sensitive information, maintain confidentiality and remain impartial at, all times.
7. Well-developed Word, Excel and Outlook skills
8. Experience in person-centred approaches and inclusion within the disability sector
9. Experience in applying for and managing funding

**Conditions**

All conditions are in line with the Social, Community, Home Care and Disability Services Industry Award 2010. IdA is an Equal Opportunity Employer.

A full drivers licence and access to a roadworthy vehicle is desirable. Reimbursement for travel will be made as part of your employment.