

JOB DESCRIPTION

Job title	Management Coordinator		
Classification	Band 2 Administrative Corporate Services	Position no.	46250019
Job type	Full time	Duration	Ongoing
Business unit	Finance and Business Services	Location	Darwin
Reports to	Chief Financial Officer	Reports to P/no.	13988
Inclusion and diversity and Special Measures recruitment plans	Power and Water values diversity. Power and Water encourages people from all diversity groups to apply for vacancies and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. For more information about applying for this position and the merit process, click here . Aboriginal applicants will be granted priority consideration for this vacancy. For more information on Special Measures plan, click here .		
Information for applicants	Applications must include a one-page summary about you, a detailed resume and copies of all relevant tertiary qualifications listed in your application. For further information for applicants and example applications: click here .		
Information about selected applicant's merit	If you accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for decision. For further information: click here .		

PRIMARY OBJECTIVE

Provide high level pro-active executive level business coordination and administrative support to the Finance and Business Services business unit including effective liaison across the Corporation.

KEY RESPONSIBILITIES

The "WHAT" to be delivered

Functional

- Provide pro-active administrative and business coordination services to support the Chief Financial Officer (CFO) and their lead teams, and the wider business unit, including scheduling of appointments and direct/fulfil requests for advice, drafting and managing correspondence/documentation and reporting in a professional and timely manner.
- Provide secretariat support in relation to meetings and conferences including agenda and minute preparation, meeting support and venue arrangements as required, including maintenance of the business unit intranet site as required.
- Prepare and quality control correspondence, reports and other documents, including providing assistance to staff in the preparation of procurement, human resources, organisational development, information technology, customer service centre and facilities reports and documentation, ensuring corporate standards are met.
- Provide project and ad hoc administrative support as directed by the CFO.
- Collaborate with other management coordinators across the corporation to ensure consistent approach to achieve business outcomes.

Leadership

- Works collaboratively with others.
- Delivers on commitments.
- Able to communicate to diverse audiences.
- Makes an effort to understand change and is resilient in the face of change.

Safety and environment

- Take all practicable steps to ensure your own safety, the safety of Power and Water staff, and contractors, the public and their property.
- Be aware of, and seek to avoid or reduce, the environmental impact of activities.

Customer

- Seek to provide a high standard of customer service with timely responses to enquiries or service requests.

Quality

- Understand and apply established processes and procedures, offering suggestions for improvements, and proactively taking action.

This position will be required to rotate into other business units to meet operational requirements as needed.

COMPETENCY PROFILE

"HOW" to do it (**Manager of Self** profile - refer to Power and Water's Behavioural Competency Guide)

Ensures accountability	Holding self and others accountable to meet commitments.
Action orientated	Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.

LAST UPDATED: March 2025

EMPLOYEE SIGNATURE: _____ DATE: _____



Communicates effectively	Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.
Customer Focus	Building strong customer relationships and delivering customer-centric solutions.
Collaborates	Building partnerships and working collaboratively with others to meet shared obligations.
Instils trust and values difference	Building partnerships and working collaboratively with others to meet shared objectives while recognising the value that diverse perspectives and cultures bring to an organisation.
Is resilient	Rebounding from setbacks and adversity when facing difficult situations.
Self-development with self-awareness	Actively seeking new ways to grow and be challenged using both formal and informal development channels, using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses.

MANAGEMENT RESPONSIBILITIES

No. of Direct Reports	0	No. of Indirect Reports	0
Key Interactions:	Executive Leadership Team, Strategic Leadership Group, management coordinators, all employees, representatives of NT Government agencies and departments.		

COMPLIANCE

We expect you to:

- Actively align, support and promote Power and Water's **Values** and support building a constructive workplace culture that celebrates **achievement through its people**.
- Carry out duties in accordance with Power and Water's Safety and Environmental policies and procedures, working towards our goal of **Zero Harm**.
- Ensure all activities undertaken as a Power and Water employee comply with Power and Water's **Code of Conduct**, Management Standards and Procedures, relevant Acts, legal demands and that you manage all of your activities and responsibilities within the Power and Water risk management framework.
- Pass a job-specific pre-employment medical (if applicable).

SELECTION CRITERIA

	Qualification and Skills	Experience
Essential	<ul style="list-style-type: none"> • Highly effective organisational and very strong time management skills, with the ability to manage multiple projects and meet competing deadlines with minimal supervision and produce quality work in a high pressure environment. • A proactive and innovative approach to supporting best outcomes for the business and team members. • Demonstrable ability to communicate effectively both in writing and verbally. • Strong interpersonal skills, including the use of diplomacy whilst ensuring achievement of objectives. • Ability to exercise discretion in relation to sensitive and confidential information. • Strong attention to detail and accuracy. 	<ul style="list-style-type: none"> • Significant experience in an executive support or similar role managing multiple, often competing time demands. • Advanced level experience in using the Microsoft Office suite (Word and PowerPoint in particular), as well as substantial knowledge of document management systems. • Proven record of operating effectively in a politically sensitive environment and able to interact successfully with people of diverse cultures. • Demonstrable experience of proactively setting up and/or enhancing systems and processes to ensure timely and quality delivery of objectives and outcomes.
Desirable	<ul style="list-style-type: none"> • Knowledge of the principles and practices of quality assurance, governance, procurement, recruitment and project management. 	<ul style="list-style-type: none"> • Previous experience and knowledge of the systems, functions and structure of a utilities environment.

FURTHER INFORMATION

1. Contact Graciano Chatikobo on 0497 969 315 for further information about the position.
2. Information about Power and Water Corporation may be viewed at powerwater.com.au.
3. The total remuneration package amounts published for this position include base salary, superannuation and annual leave loading.

Apply online https://jobs.nt.gov.au/Home/JobDetails?rtfid=319181	Approved	March 2025
Vacancy closes 07/04/2025	Graciano Chatikobo, Chief Financial Officer	

