

Position Description – Business Administrator

Job Specification

Job Title: Business Administrator
Department: Operations
Reports To: Chief Executive Officer (CEO)
Location: Darwin

Job Scope

The Business Administrator is responsible for managing core office operations including administration, reception, IT infrastructure, and office facilities, while ensuring compliance with company policies and procedures. The role provides Executive and Board support, oversees record keeping, manages hire vehicle processes, and delivers ad hoc finance and customer service assistance. Additionally, the Business Administrator coordinates HR processes, facilitates inductions and training, and is a driver of clear communication and teamwork across the organisation.

Key Accountabilities	Tasks	Results
Office Management 25%	<ul style="list-style-type: none">• Manage and maintain all IT infrastructure and software systems (and associated asset registers) ensuring functionality, security, and timely distribution to staff• Manage and maintain office facilities, reporting any issues to impacted staff and NT Gov stakeholders, and finding solutions as required• Collaborate with Executive and Managers to ensure all company policies and procedures are followed	<ul style="list-style-type: none">• Effectively manage core office and IT operations

Key Accountabilities	Tasks	Results
	<ul style="list-style-type: none"> Undertake office administration and reception duties, including maintenance of stationery, kitchen supplies, and catering requests 	
Business Administration 20%	<ul style="list-style-type: none"> Provide executive assistance and project support to Executive, including meeting minutes Ensure all company records are safely physically and digitally stored Prepare monthly Board reports in consultation with the CEO Manage hire vehicle administration (policies and procedures, collection and return schedules, vehicle logs, fuel cards, and any incidents or issues) Provide ad hoc finance and customer service assistance as required, and any other general duties as reasonably requested by Executive 	<ul style="list-style-type: none"> Deliver professional and confidential executive support Efficiently administer hire vehicle processes Complete ad hoc duties in a cooperative and timely manner
HR Support 20%	<ul style="list-style-type: none"> Assist with employee recruitment, contracting and onboarding, and record keeping Ensure employees receive all necessary access, resources and inductions by their commencement Coordinate policy development, maintenance, review and dissemination as directed by the CEO Facilitate training and professional development as directed by the CEO Support the Production Department to initiate the annual Volunteers Program, assisting with volunteer recruitment and scheduling as required 	<ul style="list-style-type: none"> Effectively deliver end-to-end HR processes, ensuring employees have required access and resources Successfully facilitate policy development and dissemination; and training and professional development as directed by the CEO.

Key Accountabilities	Tasks	Results
Financial Management 5%	<ul style="list-style-type: none"> Monitor relevant budgets and expenditure and report regularly to Finance Ensure all expenditure adheres to Finance policies and procedures and is undertaken with prior approval 	<ul style="list-style-type: none"> Monitor budgets and expenditure in compliance with Finance policies, ensuring all spending is pre-approved, and with consistent reporting to Finance
Communication 10%	<ul style="list-style-type: none"> Work collaboratively with all team members to ensure clear sharing of information across all channels Ensure all policy, procedure or protocol updates are communicated to all relevant team members 	<ul style="list-style-type: none"> Demonstrate proactive and clear communication with the team and ensure timely dissemination of all policy, procedure, and protocol updates
Teamwork 10%	<ul style="list-style-type: none"> Maintain professionalism and adhere to the Employee Handbook, Darwin Festival Values, and Code of Conduct. Foster a respectful, collaborative team environment that encourages creativity and idea-sharing. Maintain punctuality for all work-related commitments, including out-of-hours functions as required 	<ul style="list-style-type: none"> Full compliance and advocacy for all points raised
WHS 10%	<ul style="list-style-type: none"> Consistently uphold workplace health and safety by maintaining WHS protocols and inductions, coordinating Safety Committee Secretary activities, and acting as Area Warden. Ensure compliance with policies, communicate directives, report hazards, and actively contribute to overall safety and risk management practices 	<ul style="list-style-type: none"> Effective administrator and promoter of best practice WHS

Person Specification

Experience	Education	Personal Attributes	Organisational Values
<ul style="list-style-type: none"> Minimum 3 years' experience in a similar demanding and time sensitive administrative role Demonstrated project management and problem-solving skills High-level interpersonal, verbal, and written communication skills Proven ability to manage complex projects and multi-task Advanced computer skills, including Office 365, and ability to understand and implement new systems and software quickly Experience using Monday.com highly desirable 	<ul style="list-style-type: none"> Current driver's license essential Qualification in project management highly desirable 	<ul style="list-style-type: none"> Excellent communication skills and ability to build rapport with a range of stakeholders High-level organisational skills with capacity to multi-task and meet deadlines Capacity to work as part of a small busy team, with a positive and inclusive attitude Excellent decision-making skills 	<ul style="list-style-type: none"> We ensure a safe and healthy workplace for all We believe in honesty and acting with care, diligence and integrity in everything we do Foster a culture of mutual respect with the proper regard for the rights and dignity of others We strive for compliance and continuous improvement daily teamwork – we enjoy our work and work collectively to achieve goals We are accountable for our actions, performance and behaviours

Acknowledgment

Please acknowledge that you understand and will abide by this position description:

Employee		Signature		Date	
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