

POSITION DESCRIPTION

Position Title:	Administration Assistant, Strategy & Growth	Position No:	SGADM
Position Type:	Permanent, Full Time	Classification:	AO3
Location:	Darwin, Northern Territory	Reports to Position:	GMSTG
Reports to:	General Manager, Strategy & Growth	Last Updated:	30.07.2026

POSITION OBJECTIVES

Provide confidential and professional support services to GM Strategy & Growth and other members of the Strategy & Growth teams.

MAIN DUTIES/KEY ACCOUNTABILITIES

- Provide administrative support to the General Manager, Strategy & Growth, and team members where required.
- Assist with the preparation and coordination of board papers, strategic reports, agenda papers, minutes of meetings, performance metrics, business cases and other key documentation for the Strategy & Growth portfolio.
- Arrange travel and accommodation, undertake diary management, and ordering of consumables as required.
- Monitor and manage group email accounts and mail including distributing to relevant teams or provide adequate responses in a professional and timely manner.
- Process purchase orders, invoices and reconciliation of credit cards for the Strategy & Growth Division and liaise with the finance team as required.
- Organise functions, stakeholder engagement activities, conferences and meetings including catering, and prepare presentations and taking of minutes where required.
- Ensure high standard information management practices are followed within the electronic record management system, including administration of strategic documents, correspondence, reports and other departmental records.
- Evaluate existing administrative processes and procedures and initiate and implement changes that ensure increased efficiency of the team.
- On occasion you may be required to be contactable outside of your ordinary hours of work.
- Contribute positively to continuous improvement activities and initiatives at Darwin Port.
- Other duties as directed by your manager from time to time.

QUALIFICATIONS & EXPERIENCE

Selection Criteria	Essential	Desirable
Qualifications	• Current NT drivers' licence • Current MSIC or ability to obtain • Certificate III in Business Administration as a minimum	• Certificate IV Business Administration • Current First Aid Certificate

EMPLOYEE SIGNATURE: _____ DATE: _____

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Selection Criteria	Essential	Desirable
Experience	3+ years' experience providing administrative support within an operational, industrial, trades or similar environment. - Intermediate skills with the MS Office Suite of products - Experience in database management and report writing - Experience in electronic record management systems, procurement and financial management systems	Experience in managing financial expenditure, particularly travel and accommodation.

SKILLS & CAPABILITIES

- Demonstrated experience working effectively with employees across operational, trades and corporate environments.
- Able to display high level of professionalism, honesty and integrity in line with Darwin Port Values
- Self-motivated with excellent time management skills, reliability and attention to detail to ensure work is undertaken with a high level of accuracy with supervision
- High standard of written and oral communication skills with the ability to communicate positively and effectively with a diverse range of internal and external stakeholders
- Ability to work effectively with people of various cultures in a team environment as well as independently to achieve objectives
- Ability to apply safe work practices in performing duties and responsibilities and to proactively identify and report and/or resolve potential risks and hazards
- Ability to build and maintain positive working relationships internally and externally
- Well-developed computer skills, to work across a range of systems and software
- Use initiative to problem solve and meet objectives, and proactively engage in self-directed learning
- Ability to identify problems, gather information and apply knowledge and understanding of the business to address or escalate issues as appropriate

VALUES

Our organisational culture is underpinned by the Darwin Port values of **Teamwork, Respect, Integrity, Honesty and Safety**.

You are expected to carry out your position in alignment with the above values. You must comply with all relevant workplace policies, procedures, standards and legislative requirements.

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