

Operations Support Officer – Position Description

Position Description no.	PD007	Version	003
Drafted by	Acting GM	Approved by	Acting GM
Responsible person	Acting GM	Scheduled review date	October 2025
			March 2026

Job title:	Operations Support Officer (OSO)
Reports to:	Operations Manager (OM)
Direct reports:	Nil
Salary:	
Job location:	Lot 490 Angurugu with occasional travel to other communities within the Groote Archipelago.
Hours of work:	This is a full-time role working 37.5 hours per week. GEAT’s normal operating hours are 8am to 4pm, Monday to Friday.
Job scope:	Coordinating the operational functions of GEAT, delivery of efficient services to clients and providing support to the Operations Manager.
Duties:	<p>These are the key duties and responsibilities for this role and they are subject to regular review. Any significant changes to the role will be subject to consultation.</p> <p>1. Community Engagement</p> <ul style="list-style-type: none"> • Make meeting arrangements including travel, catering, room hire, prepare notice of meeting, inform members of meeting arrangements and assist members to attend meetings. • Prepare meeting agenda and papers for CGC meetings. • Take minutes, arrange time sheets and submit for payment. • Finalise and circulate minutes; update relevant registers • Notify applicants of Small Grants outcomes, complete tasks to deliver approved grants and carry out other action items arising from meetings. • Monitor progress and acquittals for Small Grants. • Receive and respond to front counter and phone enquiries. • Attend and participate in community events. • Collect regular updates and photos of GEAT grant recipients and programs for publishing.

2. Operations

- Engage with GEAT funded service providers on day-to-day operational matters, provide minimal admin and ground support.
- Ensure all casual office employees' clock in and out daily.
- Receive updated personal details for casual employees and submit to payroll.
- Attend to all supply ordering including stationery, office and cleaning products, uniforms and PPE.
- Manage GEAT fleet including monitor registrations, coordinate servicing and repairs.
- Manage fuel cards including monitor fuel card balances and top up as required.
- Manage chemicals including monitor levels, maintain register and safety data sheets.

3. Financial Administration

- Issue purchase orders for expenditure within the OSO's financial delegation limit or any specific expenditure authorised by management.

4. Corporate Governance

- Assist new MC members with completing onboarding documentation and submit to payroll.
- Receive updated personal details for existing members and submit to payroll.

5. Risk Management

- Understand and comply with all policies and procedures.
- Identify and report incidents, risks or hazards.
- Assist with maintaining safe working environments.
- Attend workplace training.
- Assist Property Manager (PM) with building evacuation drills.

6. Property Management

- Coordinate cleaning and maintenance of properties not managed by PM.
- Coordinate inspections of firefighting equipment, smoke detectors, first aid kits and electrical testing in GEAT vehicles and properties not managed by PM.
- Report maintenance jobs for GEAT Building to PM.
- Act as point of contact for contractors engaged by PM.