



## POSITION DESCRIPTION

Position Title	Administrative Assistant	Position No.	50011063
Team	Product & Content Technology	Classification	Administrative/Professional
Department	Technology Support	Schedule Roster Cycle	Schedule A Non-Rostered
Location	Victoria	Band / Level	Band 5
Reports to	Technology Support Manager VIC 30006553	HR Endorsement	[Endorsement]

Purpose

Provide comprehensive administrative support to the Technology Support Manager and team to facilitate the smooth and efficient running of the Department

### Key Accountabilities

- Act as first point of contact for the department: follow-up enquiries promptly, determine priorities and deal with issues to completion or refer as appropriate.
- Undertake projects as directed including research and analysis of data/information and preparation of reports, submissions correspondence, news letters and other documentation.
- Maintain and update relevant files, databases and information system records.
- Organise & arrange meetings, conference room bookings, travel & accommodation.
- Monitor and maintain office equipment, stationary, vehicle leases and maintenance supplies.
- Coordinate HR processes for the department including recruitment, performance and leave management.
- Maintain rosters and prepare timesheets for authorisation ensuring efficient staff utilisation in line with the Enterprise Agreement. Follow up and resolve outstanding rostering & pay issues in liaison with staff and NPEC.
- Organise staff training and induction sessions and events.
- Provide policy & procedural advice to staff on administrative and HR matters.
- Coordinate financial and budgetary processes for the department.
- Process supply requisitions, orders, contracts and requests for tender/quotes; reconcile procurement cards.
- Prepare, reconcile and arrange timely payment of accounts.
- Monitor cost centre charges and ensure incorrect charges are journaled to appropriate cost centres.
- Prepare monthly budget forecasts and provide reports and summaries as required.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

### Key Capabilities/Qualifications/Experience

- Substantial experience in the provision of administrative support to line or senior management. Qualifications in a business-related field desirable.
- Good knowledge of office management principles with accomplished skills in a range of computer systems incl. SAP HR/Finance, Microsoft Office and the intranet. Able to learn and adapt to new/changing software applications.
- Thorough understanding of ABC administrative policies & procedures (HR, Rostering, Finance, Procurement etc). Able to learn, interpret and apply relevant policies and procedures.
- Excellent interpersonal and communication skills, with ability to negotiate effective outcomes. Able to deal with clients diplomatically and tactfully, striving to understand and meet their needs.
- Excellent administrative & organisational skills, with an aptitude for accuracy and attention to detail.





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6. Able to plan and use resources in a cost-effective manner, work to tight deadlines and manage priorities to ensure timely completion of work.
7. Able to source information and prepare written documentation and reports in a clear and well organised manner.
8. Proven ability to work effectively as an integral and positive member of a small team.
9. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
10. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
11. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.