

## Safe at Home

### Senior Administration Assistant – Statement of Duties

#### Objective

The position provides high level administrative and clerical support to the Safe at Home Coordination Unit.

#### Duties

- Provide high level administrative and clerical functions to support the day to day operations of the Unit, including providing reception services to stakeholders such as associated organisations and victims seeking support.
- Coordinate and facilitate meetings with associated organisations and agencies, including the preparation and collation of correspondence/documentation, recording meeting outcomes, distributing actionable items and disbursing minutes.
- Ensure the continuous tracking of clients through various information management systems including collating, inputting and maintaining registers and databases.
- Review applications to the program and provide recommendations to the Manager regarding eligibility.
- Provide high level administrative support to committees, including liaison with internal and external stakeholders associated with the Safe at Home Program.
- Contribute to the achievement of team objectives and the equitable allocation of workload by working effectively as part of a small state-wide team.
- Coordination of information exchange between stakeholders.
- The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying jobs at this classification level.

#### Level of responsibility

- The incumbent is responsible for the completion of tasks, the coordination of meetings and actions and for contributing to the achievement of team objectives within the Unit. Work is undertaken in accordance with established guidelines and procedures with the use of initiative and judgement in planning tasks and providing recommendations.
- Confidentiality of information within the Division is of utmost importance.
- Conduct your work in a safe manner such that it does not put yourself or others at risk.

- Comply with any reasonable instruction contained in WHS policies, procedures and instructions and report hazards, near misses and incidents to your supervisors.
- You are responsible for upholding the values of Integrity, Respect, Accountability and actively contributing to make our workplaces Inclusive and Collaborative.

## **Direction and supervision received**

- Routine direction and supervision provided by the Manager, Safe at Home Coordination Unit, exercising discretion in performing tasks as required.

## **Selection criteria**

1. Knowledge and experience in a broad range of office functions including knowledge of, and experience with databases, MS Office and an ability to adapt to new technology and procedures as required
2. Well-developed communication and interpersonal skills, including the ability to liaise with staff from other agencies, non-government organisations and members of the public, along with the ability to work effectively both individually and as part of a team.
3. Demonstrated experience organising and providing administrative support in a range of meetings and stakeholder forums.
4. Ability to plan, organise, set priorities, manage competing tasks and operate effectively in an environment subject to work pressures and change.
5. Ability to exercise initiative, judgement and discretion and to work in a confidential and sensitive environment.

## **Essential requirements**

- Nil

## **Desirable requirements**

- Nil

## **Pre-employment Checks**

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

1. Pre-employment checks
  - Arson and fire setting

- Violent crimes and crimes against the person
  - Sex-related offences
  - Drug and alcohol related offences
  - Crimes involving dishonesty
  - Crimes involving deception
  - Making false declarations
  - Malicious damage and destruction to property
  - Serious traffic offences
  - Crimes against public order or relating to the Administration of Law and Justice
  - Crimes against Executive or the Legislative Power
  - Crimes involving Conspiracy
2. Disciplinary action in previous employment.
  3. Identification check.

## Position Summary

<b>Title</b>	Senior Administration Assistant
<b>Number</b>	355546
<b>Award</b>	Tasmanian State Service Award
<b>Classification</b>	General Stream Band 3
<b>Division</b>	Safe at Home
<b>Full Time Equivalent</b>	1.0
<b>Output Group</b>	Safe at Home
<b>Branch</b>	Safe At Home Coordination Unit
<b>Supervisor</b>	Manager
<b>Direct Reports</b>	Nil
<b>Location</b>	Launceston
<b>Position category and funding</b>	A307