

## Position Description

<b>Title</b>	Regional Administrator - South
<b>Business Unit</b>	Southern Division, Eastern and Southern Melbourne Cluster
<b>Location</b>	51 Princes Highway, Dandenong
<b>Employment type</b>	Full time   Ongoing
<b>Reports to</b>	Senior Manager, FPRR and HBC

### About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

### 1. Position purpose

The Regional Administrator provides secretarial and administrative support to Senior Managers in the South. Responsibilities include, but are not limited, to general administration, secretarial support for governance meetings and diary management. The position will work closely and collaboratively with other administrative support positions across the cluster.

It is an expectation that the incumbent will be confident to work autonomously, communicate effectively with all stakeholders, and that they would foster excellent working relationships at the site where they are located.

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## 2. Scope

**Budget:** *nil*

**People:** *nil*

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## 3. Relationships

### Internal

- Senior Program Management
- Staff, volunteers and contractors
- Uniting Corporate, Support Services and Mission divisions

### External

- Key partners, community services networks and peak bodies
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## 4. Key responsibility areas

### Administration

- Provide daily administrative support to Senior Managers in the South including, but not limited to filing, managing correspondence, managing and ordering office supplies, photocopying, printing, and binding.
- Manage the diary of Senior Managers, schedule meetings as required, using judgement for an efficient use of their time
- Assist Senior Managers to prepare regular reports on service delivery and related issues (staffing, financials, opportunities, planning, compliance etc.)
- Provide administrative support for projects and portfolio work.
- Provide administrative support to senior managers on documentation such as tender submissions, confidential correspondence, presentations and promotional materials.
- Organise and provide secretarial support for key meetings including invitations, room bookings, catering, agendas and minutes.
- Other duties as required.

### Relationship management

- Ensure a respectful, cooperative and partnering approach and build sustainable and productive relationships with all internal and external stakeholders.
- Represent Uniting in a professional and collaborative manner when dealing with external partners in forums, meetings, conferences, etc. as required.

### Finance

- Provide support including accounts payable/receivable, client fees, spending, debtor follow up, petty cash, banking and reconciliation, and database entry tasks, as required.
- Process invoices and liaise with Uniting finance department as required
- Support the preparation of end of month reports, as required

### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.

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- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
  - Based on a relationship with a current member of Uniting's workforce
  - Based on my ongoing work with another organisation

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## 5. Person specification

### Qualifications

- Certificate/ Diploma in Business Administration or relevant experience (desirable)

### Experience

- Demonstrated experience in managing administrative functions and teams (essential)
- Experience in a human services organisation (desirable)
- Demonstrated ability to set priorities and deadlines for self and team members and work with minimal supervision and under pressure
- Ability to problem solve and effectively manage feedback

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- Excellent organisational skills and with strong attention to detail and accuracy
- Well-developed numeracy skills
- Ability to work as a cooperative and collaborative team member.
- Excellent interpersonal and communication skills across a broad range of stakeholders.
- Knowledge of Client Management Systems / Databases or the ability to quickly develop competency in use of such systems
- Experience in handling sensitive information and maintaining privacy
- High level computer literacy skills including demonstrated experience in Microsoft Office.

### Other requirements

- Current driver's license (Victoria)
- A satisfactory national police records check is a condition of this position and repeated every three years
- Compliance and understanding/familiarity with organisational policies, procedures relevant legislation (Quality management system, Equal Opportunity, Health & Safety etc.)

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#### **6. We are a child safe organisation**

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking. It is a condition of employment that all eligible workforce receive the COVID-19 vaccination and supporting evidence may be requested in order to perform duties at any of Uniting's workplaces.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

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