

Position Description

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| Title | KIS Administration Support Officer |
| Business Unit | Kindergarten Inclusion Support (KIS), Early Learning |
| Location | North-West Region VIC TAS |
| Employment type | Full Time 1.0 EFT |
| Reports to | Early Learning Program Manager North Western Metropolitan Region |

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

This position will work under the guidance of the Kindergarten Inclusion Support Early Learning Program Management team and will be responsible for the co-ordination of a range of activities. Administrative tasks include, but are not limited to processing time sheets, setting up for KIS Regional Advisory Group Meetings, KIMS Data entry, local data entry, processing KIS applications other duties as required.

2. Scope

Budget: NIL

People: NIL

3. Relationships

Internal

Internal:

- Kindergarten Inclusion Support Early Learning Program Management Team
- Area Manager, Early Learning
- Kindergarten Inclusion Support Additional Assistants
- Uniting internal operational supports, including HR Connect and Payroll

External

- Other early years professionals
 - Early Learning Services
 - Staff and Stakeholders
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4. Key responsibility areas

- **Administration**
 - Provide administrative support to the program including preparing applications for the Regional Advisory Group meetings, preparing and sending official communication and outcomes to services.
 - Establish and maintain required computer-based spreadsheets.
 - Maintain program data and statistics and produce relevant, accurate and timely reports
 - Liaise with Early Learning Program Managers to collate and record Additional Assistant time sheets to be forwarded to payroll for processing and payment.
 - Assist with the registration, set up and wind up of site events, forums and meetings as required, including catering arrangements.
 - Carry out routine administrative duties including filing, correspondence in and out; photocopying; printing and binding.
 - Assist with the maintenance of file registers and centralised filing systems, as required.
 - Draft correspondence, minutes and reports as required.
 - Develop and maintain office systems necessary for effective, efficient and accountable administration.

People and teams

- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment

Position Description

KIS Administration Support Officer

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.
- 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.

5. Performance indicators

Results

- Maintains strict and appropriate confidentiality
- Communication is clear, concise, well-articulated and written, as evidenced by meeting interactions and reports

Client Management

- Responsive to clients as evidenced by written and verbal communication skills

Stakeholder Management

- Responsive to stakeholders as evidenced by development of good relationships and understandings of roles and responsibilities within the program

Teamwork

- Contributes to teamwork as evidence by willingness to be proactive and help others, contribution to the continuous improvement of a positive, collaborative and effective work environment.

Professionalism

- Data system skills evidenced by proficient/competent use of Microsoft Office Suite.
- Ability to efficiently and effectively manage emails and calendar as evidenced by up-to-date emails and accuracy of calendar requests and appointment
- Group in key areas (e.g., Achieves results, customer management, stakeholder management, people management, teamwork, professionalism – or against any capability framework (if inexistence) with headings in order of importance and insert the results expected and how they will be measured.
- Executes day-to-day activities in a positive, friendly and enthusiastic manner

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6. Person specification

Qualifications – desirable

Certificate 111 in Business Administration or equivalent qualifications or relevant experience

Experience

- Demonstrated experience in planning and organisation of events.
- Demonstrated skill in accurate data entry
- Ability to read and interpret time sheets
- Ability to utilize excel work books and mail merge

Core selection criteria

- Values alignment: ability to demonstrate and authentically promote Uniting's values (this is mandatory in all Uniting position descriptions)
- Sound computer skills including Microsoft Suite
- Project management skills
- Proven experience working autonomously and within a team environment
- Highly develop communication skills
- Highly developed written, oral, interpersonal and advocacy skills
- Recruitment, placement and induction experience
- Demonstrated capacity to relate to a range of stakeholders including Kindergarten staff and other early childhood professionals
- Ability to prepare comprehensive reports and to maintain concise records.
- Sound decision making skills with a focus on identifying and understanding issues, problems or opportunities
- A satisfactory police check is required. (Uniting will facilitate this process)
- A Working with Children Check for Employment

7. 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 to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

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

8. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Manager

Name:

Position Description

KIS Administration Support Officer

Signature:

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Date:

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