

ADMINISTRATION CO-ORDINATOR

ADMINISTRATION TEAM

WESTERN REGION

At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults. Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

So come and join us at Anglicare Victoria where there is a rewarding career ready for you in a dedicated, professional team where respecting each other; leading with purpose; working together; and creating a positive difference are valued, and learning and creativity are encouraged.



Position details

Position	Regional Administration Co-coordinator
Program	Administration
Hours	Part Time
Hours per week	30.4 (4 days/week)
Duration	Ongoing
Location	The incumbent will be based at Sunshine and is expected to work at key service sites across the Western region (including Yarraville, Werribee and Fitzroy)
Reporting Relationship	This position reports directly Regional Administration Manager
Effective date	July 2021

Overview of Program

Anglicare Victoria has a regional structure in place for the delivery of the agency's operational, administration and financial services across the Western Region.

The Regional Administration Program provides professional customer service and administration support to Anglicare Victoria Management, staff, clients, volunteers and stakeholders at all service sites and accommodation facilities across the Western Region.

The Western Region has five main sites including Werribee, Sunshine, Yarraville and Fitzroy.

Position Objectives

1.	Provide clear direction and leadership to the administration team to ensure the delivery of high quality administration support throughout the region.
2.	In conjunction with the Regional Administration Manager identify and act on opportunities for system improvements that will assist programs and the region function effectively and efficiently.
3.	Promote a culture of collaboration, professionalism and respect and contribute to the development of a dynamic team that enhances skills, inspires confidence and increases job satisfaction.
4.	Provide leadership and mentoring of administrative staff in the provision of an efficient and high quality administrative service

Key Responsibilities

The key responsibilities are as follows but are not limited to:


1.	Co-ordinating, delegating and prioritising site, program and management administrative requirements within the region and providing back up administrative support as required.
2.	Liaising with staff, clients, volunteers and key Central Office departments in relation to site and staff needs.
3.	Provide training, support and supervision to Administration Assistants to ensure a high level of customer support and personal development.
4.	Ensure general expenditure of stationary and staff amenities are kept within budget and monitor office maintenance and equipment needs.
5.	Be fully aware and comply with the responsibilities and requirements of the OH&S and audit requirements.
6.	Participate in and/or lead relevant portfolio meetings e.g. site meetings, team meetings, Admin management meetings

Key Selection Criteria

The Key Selection Criteria are based on role specific requirements. Applicants are required to provide a written response to the requirements below.

Role specific requirements

Applicants are required to provide a written response to the role specific requirements. Each of the role specific criteria are to be addressed individually (no more than 2 pages in total).

 <p>Role Specific</p>	1. A relevant tertiary qualification in administration at degree level with experience in the Human Services field, or less formal qualifications with specialised skills sufficient to perform at this level.
	2. Significant experience and demonstrated ability to a wide range of administration areas, including budgets, data base management, OH&S compliance and record keeping.
	3. Highly developed time management, organisational and multitasking skills.
	4. Demonstrated skills and experience in staff supervision and team management.
	5. Excellent written, oral and interpersonal skills.

Occupational Health & Safety (OHS)

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their Supervisor or Manager
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems.

Cultural Safety in the Workplace

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria's commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

Conditions of Employment

- An attractive remuneration package will be negotiated with the successful applicant. Salary Packaging is offered with this position.
- All offers of employment at Anglicare Victoria are subject to a six month probationary period.
- All offers of employment are subject to a satisfactory Criminal History Check, a current Driver's Licence and Employment Working with Children Check prior to commencement.

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name:

Signature:

Date:
