

Position Description

Title	Division Assistant
Business unit	Quality & Strategy
Location	130 Lonsdale Street, Melbourne
Employment type	Part time (60.8 hours per fortnight) Ongoing
Reports to	Head of Quality

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 Division Assistant is responsible for the provision of high-level administrative support to the Head of Quality and the Quality & Strategy division by providing administration advice and support with meetings, internal events, preparation of reports and supporting divisional administrative processes.

2. Scope

Budget:

Nil

People:

Nil

3. Relationships

Internal

List key internal relationships that this position has primary and regular day to interaction with

- Senior Leadership Group
- Head of Quality direct reports
- Executive Assistants and other administrative support staff
- Support Services

External

- External stakeholders and suppliers as required, including government departments and the Uniting Church
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4. Key responsibility areas

Functional

- Diary management for the Head of Quality
- Monitoring Head of Quality's emails including prioritising of urgent and important matters
- Logistical support, planning, and prioritising including travel arrangements, preparation / coordination of briefings and expense management
- Prepare and distribute meeting agendas and materials, attend meetings as required and attend to meeting outcomes including the taking, preparation and distribution of minutes, action items and other follow up
- Prepare, modify, format and edit documents including correspondence, reports and emails
- Provide administrative support to the Quality & Strategy division
- Coordinate administrative projects in consultation with line manager
- Provide out of hours support when required
- Other tasks as required or directed

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

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

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- 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. Performance indicators

- To be agreed with line manager
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6. Person specification

Qualifications and experience

- Experience in a senior administration role
- Experience with diary management and travel arrangements (logistics and events)
- Previous experience working across multiple senior managers
- Strong experience liaising with senior external stakeholders
- Experience implementing administration improvement initiatives with minimal supervision

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
 - Proven intermediate expertise in the Microsoft suite of applications
 - Excellent verbal and written communication and interpersonal skills
 - Demonstrated initiative, problem analysis and problem-solving skills
 - Demonstrated ability to safeguard confidential information
 - Well-developed attention to detail and accuracy
 - Excellent organisation skills with timeline management, ability to manage multiple delegated tasks at one time and work to deadlines
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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 (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.

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

Name:

Signature:

Date: