**JOB DESCRIPTION**

# Pricing Administration Assistant

# **ABOUT UNITING**

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

**Our values:** As an organisation we are **Imaginative, Respectful, Compassionate** and **Bold**.

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities, and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, mental health, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of disability, lifestyle choices, ethnicity, faith, sexual orientation or gender identity. We commit to respecting children and take action to keep them safe.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

# **ABOUT THE ROLE**

**Role Purpose**

The role is a 12 month contract role.

This role is responsible for providing administrative, information coordination and support to the Project Officer, Commercial Team. The primary purpose of the role is to analyse, develop and coordinate the submission of residential aged care pricing applications to the Independent Health and Aged Care Pricing Authority (IHACPA). .

# ROLE KEY ACCOUNTABILITIES

**Pricing Administration Assistant**

* Provide direct administrative and project support to the Commercial Team Project Officer
* Undertake all administrative tasks associated with the submission of pricing applications to IHACPA.
* Coordinate, review and collate all required information for pricing applications (including data, written material, and visual / photos).
* Ensure communication with internal stakeholders for data requests (both verbally and in writing) is clear, concise, accurate and timely.
* Manage and review information received from stakeholders and collate into pricing application forms.
* Establish and maintain working relationships with key internal stakeholders.
* Manage tasks and workload to ensure target dates are met.
* Act in a manner which upholds and positively reflects the Uniting Code of Conduct.
* Contribute to a culture of openness, feedback and productivity.
* Communicate and act in ways that are consistent with Uniting’s values.
* Take care of the safety of yourself and others at all times and undertake work in a safe manner in accordance with policies, procedures and instructions (written or verbal) and in adherence to WHS policies and procedures.
* Actively contribute to a safe and supportive working environment that is inclusive of all staff through celebrating their nationality, cultural background, LGBTI status, abilities, gender and age.

You will also

* Support the Project Officer with other tasks as required.
* Work with the Commercial Team to improve processes and deliver continuous improvement.

# ABOUT YOU IN THE ROLE

This is a 12-month contract role. As a contract staff member of Uniting you will celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

**Your directorate: Seniors Services**

**You’ll report to: Project Officer, Commercial Team**

# YOUR KEY CAPABILITIES

**Individual leadership**

* **Improving performance -** Works with others and offers suggestions to find ways of doing the job more effectively.
* **Perseverance** - Remains committed to completing the job in the face of obstacles and barriers.
* **Timeliness of work -** Sets achievable timeframes and works to complete projects, tasks and duties on time.

**Business Acumen**

* **Organisational Objectives -** Has broad awareness of Uniting’s vision and values and how they apply to issues in the team.
* **Develops and Grows the Business –** Understands team and organisational goals and works collaboratively with Team Members to achieve organisational goals**.**
* **Makes Sound Decisions –** Analyses problems, seeks input from relevant people and then takes appropriate action to implement the most effective solution in a timely manner.

# QUALIFICATIONS & EXPERIENCE

**Qualifications:**

Tertiary, business, or administration qualifications in a relevant field or equivalent working experience.

**Skills and Experience:**

Typically, this role will require 2 or more years’ experience in business administration or your field of expertise. Graduates will be considered on merit. You will need to be organised, systematic, thorough, accurate, have high attention to detail, and be disciplined to meet deadlines. Sound written and verbal communication skills are also required, along with the ability to plan and prioritise your work to meet required target dates for application submissions.

**Core Requirements:**

* Demonstrated experience in general administration, collation of information and data, and coordinating project tasks.
* Demonstrated evidence of high attention to detail and time management
* Able to plan and schedule tasks to meet deadlines.
* Demonstrated ability to prioritise tasks.
* Demonstrated excellent written skills and strong verbal communication skills.
* Exceptional attention to detail to ensure compliance driven tasks are thoroughly and consistently completed without error.
* Strong computing skills, including experience in excel, word, adobe and online forms.
* Demonstrated ability to follow instructions, both verbally and in writing, including addressing all criteria in required online application forms.
* Ability to take onboard feedback, and review and revise written work and application forms as requested from the Project Officer or others.
* Ability to build working relationships with internal stakeholders and develop rapport to achieve outcomes and data requirements for pricing applications.
* Willingness to visit Uniting residential aged care sites to gather information for pricing applications, including taking site photos and room measurements.
* Willingness to learn new systems as required – eg CAD software for room measurements and floor plans.
* Basic understanding of data manipulation and reporting using visual and other mediums (ie excel).
* Willingness to travel to Uniting locations across metro and rural NSW and ACT.

**Even better:**

* Strong experience in excel and data manipulation.
* Experience in project coordination, project planning and/or mitigating project risks.
* Experience in completing complex online application forms.
* Experience in using Sharepoint.

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| **Employee Name:** |  | **Manager’s Name:**  **Title** | Josie Clarke  Project Officer |
| **Date:** |  | **Date:** |  |
| **Signature:** |  | **Signature:** |  |