**JOB DESCRIPTION**

# Administration Manager

# **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, 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**

This role is responsible for providing expert administrative support to the People Experience & Strategy office. Important aspects of this role include coordinating reports, papers, correspondence and communications for the Chief People and Strategy Officer (CP&SO) and the Senior Leadership team to ensure the directorate meets its commitments, setting up meeting agendas, papers and presentations and taking minutes or reviewing minutes taken by the Senior Team Administrator, managing the Chief People and Strategy Officers incoming and outgoing correspondence, and supporting the Senior Team Administration to most effectively manage the CP&SO’s time.

# ROLE KEY ACCOUNTABILITIES

You will be an integral member of the People Experience team through the following:

* Coordinating and maintaining team management systems and ensuring relevant information is input within required timeframes.
* Providing relevant data to assist with the operation of the People Experience & Strategy office and production of regular reports.
* Providing analysis of relevant operational information and assisting managers to evaluate and integrate the information they receive.
* Collaborating effectively within the People Experience Team and working closely with Executive Officers, Executive Assistants and Administrators across Uniting.
* Actively promoting safe work practices in the workplace during all activities consistent with Uniting’s policies and comply with all WH&S legislation, policies, and procedures.
* Actively contributing to a safe and supportive working environment that is inclusive of all employees through celebrating their nationality, cultural background, LGBTIQ status, abilities, gender, and age.

As the Administration Manager, you will:

* Coordinate and maintain team management systems ensuring relevant information is delivered in line with Directorate commitments.
* Screen and manage emails and correspondence on behalf of the Chief People & Strategy Officer. Develop systems and processes to manage the flow of information to and from the CP&SO, ensuring timeliness, consistency and integrity in knowledge and data management.
* Draft, edit, and format documents, reports, presentations, and memos. Ensure accuracy, grammar, and consistency in all written materials. Keep up with developments within internal teams and external sectors, to ensure the CP&SO can be provided with timely and relevant advice and information.
* With support from the Senior Team Administrator, plan, coordinate, and facilitate meetings, conferences, and events. Prepare meeting agendas, materials, logistics and minutes. Follow up on action items.
* Conduct research and provide relevant advice, information, preparing briefs, reports and correspondence to the CP&SO, in preparation for all engagements ensuring all necessary information is recorded and actioned accordingly.
* Maintain strict confidentiality and discretion in handling sensitive information and matters.
* Support the Senior Team Administration to effectively manage the CP&SO diary, travel arrangements, expense and invoice processing.

# ABOUT YOU IN THE ROLE

As an employee of Uniting you will celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

**Your directorate:**  People Experience

**You’ll report to:** Executive Officer, People Experience

# YOUR KEY CAPABILITIES

**Individual leadership**

* **Improving performance -** Works with others and offers suggestions to find ways of doing the job more effectively.
* **Owning the job -** Takes ownership for all responsibilities and honours commitments within their own role and strives to achieve goals with a "can-do" attitude to levels of excellence.
* **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 operation -** Displays awareness of business objectives and understands how personal objectives relate to those objectives.
* **Organisational objectives –** Understand how organisational vision and values apply to issues in teams.
* **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:**

Bachelor qualification in a relevant field or equivalent experience.

**Experience:**

This role requires 5 or more years’ experience in your field of expertise. You will have excellent written and verbal communication skills, strong computer literacy, be organised, systematic, thorough, accurate and disciplined. You will be continuing to develop in your area of expertise and be expected to provide innovative ideas to solve problems in your discipline. It is expected that you will be developing good skills at navigating a complex organisation, forging relationships, and managing through influence rather than direct authority as required.

* Strong organisational and time management skills, with a keen attention to detail and the ability to prioritise workload effectively to meet deadlines
* Exceptional ability to communicate clearly and effectively, both verbally and in writing
* Proven ability to manage complex stakeholder relationships and demonstrate commercial acumen
* Strong judgment and problem-solving skills, with a willingness to learn and implement new ways of working and systems
* Thrives wearing many hats with a willingness to support others to achieve goals
* Advanced computer skills with knowledge of MS Word, Power Point, SharePoint, Excel and social media.

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| **Employee Name:** | Click here to enter text. | **Manager’s Name:**  **Title** | Ashley Woolnough  Executive Officer, People Experience |
| **Date:** | Click here to enter text. | **Date:** |  |
| **Signature:** |  | **Signature:** |  |