



# Position Description

## Our Values

We value life  
We make every conversation count  
We will find a better way, today  
We make the complicated simple

<b>Position Title</b>	Administration Coordinator, Partnerships Team
<b>Position Number</b>	
<b>Band / Job Group</b>	3
<b>Division</b>	<b>Community Relations</b> The Community Relations Division is responsible for engaging with the Victorian Community regarding the Toward Zero road safety strategy. The division also incorporates internal and external communications, research, government relations and policy, service & review, and legal.
<b>Branch</b>	Towards Zero Engagement
<b>Location</b>	Geelong
<b>Reports To</b>	Partnerships Manager, Towards Zero Engagement
<b>Number of Direct Reports</b>	N/A
<b>Working with Children</b>	Is a Working with Children check required for this position? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Financial Delegation</b>	N/A
<b>Job Purpose</b>	<p>To support the TAC's Partnerships Team in its delivery of the TAC's social investment strategy.</p> <p>The work of the team and the broader TAC Engagement Team is guided by the Victorian state road safety strategy, Towards Zero. Towards Zero is a plan for reducing road trauma on Victorian roads, with the ultimate aim of achieving zero road deaths and serious injuries.</p> <p>This holder of this position works with all members of the Partnerships team, under the guidance of the Partnerships Team Manager, to support and deliver programs across a wide-ranging portfolio of Towards Zero and local Geelong partnerships.</p> <p>Specifically the role is required to assist the partnerships team with administrative tasks including invoicing, partnership reporting and data collection, event coordination and stakeholder engagement.</p> <p>The position will report to Partnerships Team Manager but provide administrative support to the whole team as we work together Towards Zero.</p>

## KEY ACCOUNTABILITIES

Under direction from the Partnerships Manager, provide administrative support to partnership team initiatives and activities that support the TACs approach to road safety – Towards Zero. Examples of this include:

- Manage all Partnership Team administrative duties including taking phone calls, processing invoices, event data capture and the collection and distribution of partnership reports.
- Manage the Partnerships Team Events Calendar and liaise with relevant internal contacts to ensure the content remains up to date and shared amongst the broader Engagement team.
- Assist with event and activation coordination and reporting. This includes liaising with agencies and key partnership contacts to support the team in organising events that promote our Towards Zero messages and partnership objectives.
- Manage the storage, distribution and oversight of all TAC merchandise.
- Develop and maintain positive working relationships with key partnership stakeholders to ensure partnership programs are delivered in a timely and effective manner.



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### Organisational Responsibilities

As defined by the Occupational Health and Safety Act 2004 - Victoria employees of TAC and WorkSafe Victoria are to take reasonable care to ensure their own safety, not place others at risk by any act or omission, follow safe work procedures, report hazards and injuries and cooperate with the employer to meet work health safety obligations.

Role model all TAC Leadership Model capabilities and behaviors; Adapt & Learn, Embrace Accountability, Cultivate Partnerships, Empower Others, Exercise Judgment, Deliver Outcomes, Shape Strategy & Direction and Lead Transformation.

Participate in identification and development of initiatives, risks, changes, recommendations and implementation of appropriate work practices, policies and guidelines to improve efficiency and/or effectiveness of work.

## KEY SELECTION CRITERIA

### Relevant Qualifications, Work Experience & Specialised Knowledge

- Excellent communication skills both verbal and written
- Demonstrated experience in providing administrative support to a team.
- Demonstrated capacity to effectively prioritise work and meet deadlines
- Demonstrated ability to work autonomously as well as working within a team
- Demonstrated experience in planning and coordinating corporate events.
- Ability to manage database/s of contacts for ongoing communication with community stakeholders.
- Experience in using the Microsoft office suite, and proficient in MS PowerPoint

### Capabilities

Cultivate Partnerships: Builds and maintains relationships with stakeholders internally and externally

Deliver Outcomes: Understands and delivers on individual performance outcomes, and strives to exceed goals despite obstacles/ setbacks

Exercise Judgement: Quickly identifies barriers that may impact delivery and manages or escalates appropriately

Embrace Accountability: Follows through and meets work commitments to others on time

Shape Strategy and Direction: Understands and supports the organisation's vision, and goals

Adapt and Learn: Remains positive and responds to pressure and adversity in a calm manner

Cultivate Partnerships: Adapts own approach to different personal styles with internal and external stakeholders

Deliver Outcomes: Demonstrates energy and enthusiasm in his/ her work