



POSITION DESCRIPTION

Position	Office Manager	Position Number	P10122
Reports to	Program Manager – Project Quality Improvement and Administration	Direct Reports	N/A
Status	Permanent	Time Fraction	Full Time
Award	SCHADS Level 3	Location	Chirnside Park

Please note: This is an Aboriginal and/or Torres Strait Islander designated position, classified under Section 12 Special Measures of the Equal Opportunity Act 2010. This employment opportunity is only available to Aboriginal and Torres Strait Islander people.

OUR VISION

Aboriginal self-determination – Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

POSITION SUMMARY

The Office manager position will sit in the Eastern Office Support Team and will play a key role supporting the program staff in working with Aboriginal children and families, Government and sector partners to deliver quality services.

This position will be a part of the administration team and broader Eastern VACCA team, supporting all program areas.

KEY RELATIONSHIPS

Internal: VACCA Eastern program staff; broader VACCA programs, staff, management and leadership

External: Government and non-Government sector partners, community members, children and families

KEY SELECTION CRITERIA

ESSENTIAL

To be successful in this role, the incumbent will be able to demonstrate:

- Awareness and appreciation of Aboriginal societies and cultures, and commitment to continually build knowledge of such, along with a high level of awareness of the key issues which impact upon Aboriginal communities.
- Ability to communicate in a clear, culturally appropriate, and respectful way with a range of stakeholders including staff, Government and agency partners and clients.
- Experience and/or ability to manage other administrative staff and provide leadership and support to the reception roles, including on the job training and mentoring
- High level organisational skills and time management to manage high workload prioritise work and meet deadlines
- Ability to work with minimal supervision and as part of a team.
- Effective and culturally appropriate interpersonal skills in all aspects of the role and performance of duties
- Punctuality and meeting agreed schedules and timelines

REQUIREMENTS

- Qualifications in relevant diploma, degree or equivalent such as Business Administration
- A minimum of 5 years of work experience in administrative roles, including exposure to senior level responsibilities
- You must have and continue to hold a full Victorian Driver's Licence and a current employment working with children check card

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POSITION ACCOUNTABILITIES

The Office Manager will provide wide ranging administrative support to client services staff and management to ensure the smooth running of the office. This will include, but not limited to:

- Accurately enter data, update, and maintain the VACCA Database
- Assist in the preparation of client file audits to maintain accuracy and integrity of information.
- Coordination of meeting schedules, preparation of agendas, accurately transcribing and distributing meeting minutes to staff
- Effective management of direct reports including performance and compliance requirements; appraisals, supervision and development
- Maintain sufficient stock of stationery & kitchen supplies.
- Undertake financial tasks such as petty cash and debit card management.
- Provide site induction to new staff.
- Assist with the organisation of staff & client wellbeing events.
- Participate proactively in team project initiatives.
- Support other team members in periods of high demand and during periods of absence.

- Participate in project groups and attend events
- Generate general and specific communication to stakeholders via effective and timely use of Staff Bulletin, intranet, forums and other opportunities as they arise
- Facilitate monthly team meetings with other administration staff
- Oversee the management of the fleet booking system and maintenance and care of vehicles, building maintenance, including booking and liaising with facilities, contractors and building owners (where appropriate)
- Undertake other duties as directed

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and VACCA policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.

QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in your day-to-day work to meet the organisation's audit, contract and registration obligations.
- Proactively apply your specialist knowledge in the review and maintenance of policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

ADDITIONAL INFORMATION

We are committed to Aboriginal self-determination and supporting strong, safe, thriving Aboriginal communities and aim to ensure every individual is treated with dignity, honouring all cultural backgrounds, abilities, ethnicities, sexual orientations, gender identities and spiritual beliefs.

VACCA is a child-safe organisation and is committed to ensuring the safety and wellbeing of children and young people with zero tolerance for child abuse. All successful applicants will be required to undertake a National Police Record Check and Working with Children Check prior to commencement of employment and periodically following commencement.

VACCA is an equal opportunity employer and has a smoke-free workplace policy.

This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) Identification (Tier 3) level which requires mandated MARAM Family Violence Screening & Identification training and responsibilities.