

## ADMINISTRATION OFFICER, ADMINISTRATION PROGRAM NORTH CENTRAL REGION

**At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults.** Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

**So come and join us at Anglicare Victoria where there is a rewarding career ready for you** in a dedicated, professional team where respecting each other; leading with purpose; working together; and creating a positive difference are valued, and learning and creativity are encouraged.



## Position details

<b>Position</b>	Administration Officer
<b>Program</b>	Administration Program
<b>Classification</b>	SCHADS Award Level 3 (Clerical and Admin) (Classification will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award)
<b>Hours</b>	Casual
<b>Hours per week</b>	As required
<b>Duration</b>	Casual
<b>Fixed term end date</b>	
<b>Location</b>	Echuca
<b>Reporting Relationship</b>	This position reports directly to the Administration Coordinator
<b>Effective date</b>	May 2021

## Overview of program

Anglicare Victoria has a regional structure in place for the delivery of the agency's operational, administration and financial services across the North Central Region.

The Regional Administration Program provides professional customer service and administration support to Anglicare Victoria Management, staff, clients, volunteers and stakeholders at all the service sites and accommodation facilities across the Region.

## Position Objectives

1.	To provide prompt, professional and respectful customer service to staff, clients, volunteers and stakeholders
2.	To be an active participant in quality improvement initiatives
3.	To work both autonomously and as part of a team

## Key responsibilities

The key responsibilities are as follows but are not limited to:


1.	Provide front of house reception support for clients, staff and external stakeholders. Ensure all common areas at the site are tidy at all times. Undertake site opening/closing and security procedures.
2.	Undertake a broad range of administration tasks including word processing, preparation of reports and correspondence, data entry, photocopying, filing, archiving, organizing catering, purchase of stationery, general site consumables.
3.	Perform specific administrative functions on behalf of programs. This may include data collection and entry, generating reports, intermediate/advanced excel functions, preparation of newsletters and brochures, attendance at meetings, minute-taking.
4.	Assist with the recruitment and employment of staff including WWCC's, CHC's, drivers licence renewals, staff on-boarding and HR data entry.
5.	Information Technology / Property , Fleet & Infrastructure – to assist with reporting and resolving IT, infrastructure, maintenance, fleet and equipment issues
6.	Participate in continuous quality improvement and compliance.
7.	To comply with the responsibilities and requirements of the OH&S Act 2004 and related regulations. To assist with the implementation and compliance with Anglicare Victoria OH&S Policies and Procedures.

## Key Selection Criteria

The Key Selection Criteria are based on role specific requirements **and** the Anglicare Victoria Capability Framework. Applicants are required to provide a written response to **both** a) and b).

### a) Role specific requirements

Applicants are required to provide a written response to the role specific requirements. The five criteria are to be addressed individually (no more than 2 pages in total).

 Role Specific	1. Demonstrated high level administration skills including professional reception manner; excellent written, oral and interpersonal communication skills.
	2. Highly developed time management, organisational and multi-tasking skills
	3. Demonstrated ability to work in a dynamic environment, responding flexibly to meet changing needs, priorities and deadlines. A team player who builds effective internal relationships
	4. Proficiency in computer skills including the Microsoft suite of programs and the ability to trouble-shoot basic IT issues.
	5. An empathy with Anglicare Victoria's mission and values

## Key Selection Criteria (continued)

### b) Anglicare Victoria Capability Framework

Applicants are required to provide a written response to the Anglicare Victoria Capability Framework. Applicants are to describe how they demonstrate the characteristics in each of the two capability groups; **Personal Qualities and Relationship and Outcomes** (no more than 1 page in total).

The Anglicare Victoria Capability Framework describes the capabilities required to meet the expectations of clients, colleagues and communities in today's changing environment.

These capabilities work together to provide an understanding of the knowledge, skills and abilities required of all employees.

#### Personal Qualities



##### Displays Resilience

Thrives in a changing environment. Handles ambiguity.

Maintains a positive attitude and continues to deliver exceptional results in the face of challenging situations.

##### Has a learning mindset

Shows drive and motivation and a commitment to learning. Strives for continual improvement by looking for ways to challenge and develop.

Brings an innovative approach, fresh thinking and curiosity to develop practical solutions.

##### Shows cultural awareness

Respects difference in all its forms.

Values diversity as a strength and positively utilises diversity.

#### Relationships and Outcomes



##### Puts clients first

Acts to make a real difference in their work.

Is passionate about providing exceptional service to clients, customers and end-users.

##### Works collaboratively

Collaborates with others and values their contribution. Skilled at building strong and authentic relationships.

##### Demonstrates technical and professional acumen

Creates distinctive value for clients and Anglicare Victoria by applying a range of technical and professional capabilities to deliver quality outcomes.

#### Leading People



##### Manages, coaches and develops people

Engages, motivates employees and volunteers to develop their capability and potential.

##### Inspires direction and purpose

Creates a positive and engaged team environment.

Communicates goals, priorities and vision and recognise achievements.

##### Leads change

Leads, supports, promotes and champions change, and assist others to engage with change.



## Occupational health & safety (OHS)

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their Supervisor or Manager
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems

## Cultural Safety in the Workplace

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria's commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

## Conditions of employment

- Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010. Salary packaging is offered with this position.
- All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
- All offers of employment are subject to a satisfactory Criminal History Check, a current Driver's License and an Employment Working with Children Check prior to commencement.

## Acceptance of Position Description requirements

To be signed upon appointment

### **Employee**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_