

## POSITION DESCRIPTION – TEAM MEMBER

Position Title	Project Administration Officer	Department	Emergency Services
Location	Adelaide, South Australia	Direct/Indirect Reports	0
Reports to	State Manager, Emergency Services	Date Revised	October 2020
Industrial Instrument	SA Enterprise Bargaining Agreement		
Job Grade	Job Grade 3	Job Evaluation No:	HRC0024149

### ■ Position Summary

The Project Administration Officer is responsible for providing broad, high-quality administrative support within the SA Emergency Services team, across a range of projects and programs.

### ■ Position Responsibilities

#### Key Responsibilities

- Provide professional and timely communications with a range of internal and external stakeholders
- Complete a wide range of high-quality written work including project and program reports, correspondence via letter and email, meeting minutes, basic research tasks, and content for internal and external publications
- Coordinate contributions to internal and external information requests, including reports, newsletters and other publications and documents
- Provide support to a range of meetings including scheduling, preparation of agendas, minute taking, liaising with participants, distribution of minutes and follow-up on matters arising from meetings
- Provide high-level administrative support to internal and external working groups/committees as required
- Provide copyediting and formatting advice and support for key written work prepared for external audiences
- Lead and support good-practice digital document and file management practices within the SA Emergency Services team
- Coordinate short term projects and special events as required
- Undertake office management tasks and responsibilities, and other procurement and administrative tasks as required
- Support Red Cross activities during a declared emergency, including work outside of standard business hours and/or intra or interstate travel

### ■ Position Selection Criteria

#### Technical Competencies

- Demonstrated skills and experience in an administrative or executive assistant/support position
- Demonstrated experience in simultaneously coordinating multiple projects and delivering on required outcomes at a high level

- Exceptional organisational and time management skills, and attention to detail
- Exemplary, business-standard written and verbal communication skills
- Highly developed proficiency in working effectively as part of a team and working in complex and fast paced organisations
- Experience working effectively and sensitively with people from diverse backgrounds, including people from newly arrived backgrounds and from Aboriginal and Torres Strait Islander communities.
- Advanced skills in use of Microsoft Office products
- Demonstrated ability to use a wide range of digital technologies (hardware and software) to achieve program outcomes
- Excellent document/records management and general administration skills

### Qualifications/Licenses

- Relevant qualifications, and/or experience in business administration
- A Working with Children check is a mandatory requirement for this role

### Behavioural Capabilities

- **Personal effectiveness | Achieve results |** Demonstrated ability to manage work and achieve the results committed to. Ability to evaluate progress and make adjustments needed to achieve goals. Accept responsibility for mistakes and learn from them.
- **Personal effectiveness | Managing my behaviours |** Demonstrated track record in managing emotions and behaviours and understanding their impact on others. Ability to self-monitor and make improvements to manage own performance.
- **Team effectiveness | Collaborating |** Demonstrated capability to work with others to reach common goals, sharing information, supporting and building positive and constructive relationships.
- **Team effectiveness | Communicating |** Demonstrated capability to communicate clearly and concisely ensuring messages are understood. Ability to express ideas clearly, listen effectively and provide feedback constructively.
- **Organisational effectiveness | Innovating and improving |** Demonstrated ability to identify and raise issues regarding ineffective work processes and take initiative to make improvements.

## ■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:  
**Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality**
- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters