

## Position Description

<b>Position</b>	Administration role
<b>Position Number</b>	PXXXX (iChris)
<b>Position Status</b>	Fixed Term, 0.2, 12 months
<b>Network</b>	Experience network
<b>Agreement</b>	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018 - 2022
<b>Classification</b>	Grade 2
<b>Reports To</b>	Karen Rodgers &, Position Number [P10735

cohealth is one of Australia's largest community health organisations delivering a range of health and support services across Melbourne's CBD, northern and western suburbs.

Our mission is to strengthen community and make a difference to the lives and wellbeing of people, particularly of those who experience stigma and the risk of marginalisation. We create impact through a powerful combination of advocacy, innovation in service delivery, and partnership with consumers, communities and other stakeholders.

Our work is informed by human rights-based principles including participation, accountability, non-discrimination, empowerment and the practice of human rights standards. We require all employees to perform in a way that is in line with these principles and we strive to have a workforce that is reflective of the community we provide services to.

We celebrate difference and welcome people of all cultural backgrounds, faiths, genders, sexualities and abilities.

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### Position Overview and Purpose

This is a newly created position which is responsible for supporting the delivery of our ambitious organisational development plan. The role will focus on administration for a variety of organisation wide activities including health and wellbeing initiatives, our leadership training program, and all staff/organisation wide events. It will include using simple systems for gathering and monitoring information and for providing the organisation behind events.

Owner <b>Executive People and Culture</b>	Approved by <b>ELT</b> (Executive Sponsor) Date: February 2018
Scheduled review: <b>February 2019</b>	Document Number:

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### Key Accountabilities

- Utilise simple systems like excel, email, MS forms to gather information for or monitor programs/initiatives
- Tailor processes/attendance reports for specific events/ initiatives
- Use systems to assist in the evaluation/ impact measurement of events/ initiatives
- Administer attendance and scheduling for events/ initiatives
- Undertake continuous improvement in systems used to support events/initiatives
- Support LMS administration
- An interest/experience in supporting and developing a workforce diverse in culture, age and experience is essential.
- Carry out duties in a manner that does not adversely affect their own health and safety of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve Work Health & Safety (WHS);
- Comply and adhere to all cohealth policies and procedures including code of conduct and values;
- Undertake special projects or tasks as defined by the Senior Manager Organisational Development; and
- Perform all other duties as directed, within the limits of skills, competence, and training to maximise flexibility and effectiveness.

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### Position Requirements

- Working with Children's Check (WWCC)
- Victoria Police Check
- Current Victorian Driver's License

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### Key Selection criteria

- Previous experience in an administration role
- Demonstrated experience in process improvement/streamlining processes
- Demonstrated experience in tailoring the use of simple systems/processes to support large organisational programs/initiatives
- Experience in managing multiple priorities
- Is a devoted lifelong learner who openly shares knowledge

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