

Position Description

Title:	Administration Support Officer
Unit:	Corporate Services Unit
Reports To:	Administration & Governance Manager
Time Fraction:	Part time
Employment Status:	Fixed term with a six month probation period
Location:	17 – 23 Sackville Street, Collingwood

Organisational Overview

VACCHO is the peak representative for the health and wellbeing of Aboriginal people in Victoria and champions community control and health equality for Aboriginal communities. We are a centre of expertise, policy advice, training, innovation and leadership in Aboriginal health and wellbeing. VACCHO advocates for the health equality and optimum health of all Aboriginal people in Victoria.

Unit Overview

The Corporate Services Unit provides organisation-wide business support services based on specialist knowledge and technology to serve internal and external customers and business partners.

The Unit comprises staff focused on covering Finance, Operations/Administration, Quality and Risk, Human Resources, Communications, ICT, Shared Business Services and Executive support.

Role Overview

This position sits within the Administration Department and will be primarily responsible for providing assistance to administration, reception & operations. The position works closely in collaboration with members of the Administration, Operations and Finance Business Services team to deliver exceptional customer service to VACCHO.

Key Responsibilities

Administration:

- Assist in the maintenance of stock levels for stationery and staff amenities
- Assist the coordination of VACCHO Staff meetings and Corporate Services team meetings
- Assist in the coordination of VACCHO events, including Members meetings, CEO forums, etc.
- Assist in coordination of fruit and milk supplies for staff
- Assist in maintenance of rosters for various staff activities, e.g. fridge cleaning, chairing of meetings, etc.
- Assist in maintenance of stock levels of photocopier toners
- Coordinate emptying of secure bins as required

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Reception relief as required:

- Answering phone calls
- Recording staff movements
- Recording of incoming/outgoing mail and faxes
- Process room booking requests (internal and external)
- Manage cab vouchers and Myki cards for staff use, including maintaining spreadsheets with relevant information
- Process travel requests
- Process catering requests

Other duties

- Work within the Corporate Services Team as an effective team member, providing assistance and support to the Unit as required to meet Unit objectives
- Regular attendance and participation at Corporate Service Unit meetings, program meetings, staff and other meetings.
- Undertake other duties, which are appropriate to the level of the position, as directed by the Unit Manager to meet Unit objectives.

Compliance with VACCHO Standards

- VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait to apply for all positions advertised (*Equal Opportunity Act 2010*). We are committed to ensuring our workplace and member services support also reflect this.
- Everyone is welcome at VACCHO and candidates regardless of age, cultural background, ethnicity, gender, sexual orientation or religious affiliation are encouraged to apply.
- VACCHO requires all employees to comply with all work health and safety rules, regulations and relevant Codes of Practice (*Victorian Occupational Health and Safety Act 2004*)
- VACCHO requires employees to participate in and promote our quality control, risk management, safety and compliance systems. This includes participating in the development and application of VACCHO's policies and procedures, as well as the identification, reporting and management of risks. This includes adherence to all VACCHO Quality Management System (QMS) ISO 9001:2015 requirements.
- VACCHO requires employees to adhere to a *Code of Conduct*, including commitment to confidentiality and conflict of interest declarations

Other Employment Related Information

- A current National Police Records Check is required as a condition of employment.
- A current Working with Children Check is required
- A Victorian Drivers Licence is required. The position may require travel throughout the state of Victoria and occasional interstate travel.

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- VACCHO is a Smoke Free workplace

Key Selection Criteria

- Demonstrated understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control.
- Demonstrated ability to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream health organisations.
- Knowledge and understanding of, or the ability to acquire knowledge of the issues affecting the health of Aboriginal Australians
- Ability to act with respect, honesty, integrity as well as maintain confidentiality at all times
- Previous experience in Reception and / or Administration
- Strong customer service skills
- A flexible approach, with strong organisational and planning skills, including the ability to effectively manage time and workload, prioritise tasks, and meet changing circumstances, competing demands, interruptions and tight deadlines
- Excellent interpersonal and communication skills to liaise effectively with a wide range of people and develop and maintain effective working relationships at all levels
- Knowledge and/or experience using Microsoft applications (e.g., Microsoft Word, Excel and Outlook) combined with a high level of accuracy and attention to detail

Desirable

- Identifies as Aboriginal and/or Torres Strait Islander
- Understanding and/or work experience in OH&S related roles
- Understanding and/or work experience with basic IT & T troubleshooting

Position Description Acceptance

I _____ have read and, understood the above Position Description and agree to carry out the duties listed in my position description

SIGNED by the EMPLOYEE

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Signature: Name: Date:

SIGNED by the MANAGER

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Signature:

Name:

Date:

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