



POSITION DESCRIPTION

ADMINISTRATION OFFICER

Employment Framework: Social and Community Services (Western Australia) Interim Award Level 4.1

PRIME FUNCTION / KEY RESPONSIBILITIES:

The role of Administration Officer provides front-line service to the organisation. The position is responsible for coordinating office activities, members events, database and correspondence.

CORE SKILLS AND ATTRIBUTES FOR THIS POSITION

- **Values Driven:** The capacity to demonstrate kindness, respect, partnership, courage and inclusivity.
- **Punctuality and dependability:** The capability to be dependable, manage time, and keep commitments.
- **Organisational skills:** The motivation and ability to effectively implement systems to improve the efficiency and effectiveness of the organisation.
- **Communication and Interpersonal Skills:** The ability to be solutions focused not blaming others and communicate in either written or verbal form to enhance relationships with members, staff and others.
- **Quality improvement and flexibility:** Willingness to look for ways to improve and promote quality; demonstrating accuracy and thoroughness while maintaining flexibility.
- **Initiative:** The ability to be resourceful and proactively take action.

BRIEF STATEMENT OF DUTIES / PERFORMANCE AREAS

A. ADMINISTRATIVE OFFICER

- Attend Board and general meetings and take minutes for approval (one day per month, after office hours - time in lieu granted)
- File, index and maintain organisation records.
- IT system support for local hardware and software issues.
- Originate and draft correspondence as required by the CEO.
- Provide efficient and high quality support to the CEO.
- Provide a high quality, professional, front-line reception service.
- Manage office correspondence and newsletter.
- Maintain and update reporting systems and data.
- Coordinate events and consumer activities, including external promotional stalls.

- Participate in emergency management and response duties as required.
- Provide administrative support to other staff as required.
- Assist CoMHWA members with general enquiries such as becoming a member or booking in for training sessions.
- Coordinate internal and external catering requirements for events and trainings.
- Be able to work 9am - 5pm at the Cloverdale office.

B. QUALITY IMPROVEMENT

- Participate in ongoing evaluation and quality improvement activities in CoMHWA.
- Participates in professional and performance development programs as required.

C. GENERAL

- Conduct all activities in compliance with relevant legislation including Equal Employment Opportunity, Occupational Health and Safety, Carers Act and all policies, procedures and guidelines as determined by CoMHWA from time to time.
- Perform other duties as required by the CEO or their delegate.

REPORTING RELATIONSHIPS



SELECTION CRITERIA

QUALIFICATIONS

Relevant experience OR equivalent level of expertise gained from a combination of experience, training or professional accreditation.

ESSENTIAL MINIMUM REQUIREMENTS

- Demonstrated high level **interpersonal and communication skills** with a strong team and member focus.
- Demonstrated **planning and organisational skills**, especially in relation to reception/administrative and Managerial support.
- Demonstrated ability to **communicate sensitively, clearly and respectfully** with consumers, families, colleagues, and/or stakeholders.
- Demonstrated experience in **establishing priorities, exercising initiative and discretion**.
- High level **computer and internet skills**.

DESIRABLE REQUIREMENTS

- Lived experience of mental health recovery.
- Experience with an accounting package, preferably MYOB.
- Experience in working in a not-for-profit organization.

CoMHWA welcomes applications from people across a diversity of backgrounds (e.g. of culture, ability, gender/sexuality, age) and from people with additional life experiences relevant to mental health (e.g. experiences of homelessness or overcoming substance use challenges).

APPOINTMENT FACTORS / PREREQUISITES:

- Current Western Australian Drivers Licence;
- National Police Certificate;
- Working with Children Check (if applicable - to be advised at interview);
- Certification of tertiary qualifications (if applicable).

POSITION TYPE / REMUNERATION

POSITION TYPE AND TERM

Position type: Contract
Position term: Fixed term, full time to January 2023

A full-time equivalent position (1.0 FTE) at CoMHWA is seventy-five (75) hours per fortnight.

FTE for this position: 1
Hours per fortnight: 75

REMUNERATION

Salary: \$67,489
Superannuation: 10% of total salary

Salary packaging/sacrifice

- Salary packaging / sacrifice is available on approval from the Chief Executive Officer. CoMHWA is classified as a Health Promotion Charity by the Australian Taxation Office. Fringe Benefits Tax exempt salary sacrifice is available on approval from the Executive Director to a maximum of \$30,000 grossed up per annum.
- Please refer to the Australian Taxation Office website <http://www.ato.gov.au/nonprofit> and follow the links for further information.