

**POSITION TITLE:** Administration Officer  
**REPORTS TO:** Business Manager  
**LOCATION:** Collingwood, Melbourne  
**CLASSIFICATION**  
**AND STRUCTURE:** SCHADS AWARD Level 4  
**ISSUE DATE:** May 2022

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### **CYDA'S VISION AND PURPOSE**

Children and Young People with Disability Australia (CYDA) is a not-for-profit organisation and is the national representative organisation for children and young people with disability aged 0 to 25 years.

Our vision is that children and young people with disability living in Australia are valued and living empowered lives with equality of opportunity; and our purpose is to ensure governments, communities, and families, are empowering children and young people with disability to fully exercise their rights and aspirations. We do this by:

- Driving inclusion
- Creating equitable life pathways and opportunities
- Leading change in community attitudes and aspirations
- Supporting young people to take control
- Calling out discrimination, abuse, and neglect.

Our work is guided by our '[Strategic Plan 2020-2024](#)' which outlines our strategic directions.

CYDA's values which we want our staff to embody are being:

- Authentic
- Bold and creative
- Empowering
- Inclusive
- Learning

### **POSITION OVERVIEW**

Reporting to and working alongside the Business Manager, the Administration Officer will play a key role in the transition of our computer network system. This will involve streamlining and modernising CYDA's data storage, electronic filing, and migration of CYDA's files to a cloud-based system.

This position requires exercising a degree of autonomy and initiative whilst operating under the general direction of the Business Manager. It also requires information filing and storage systems knowledge and experience.

## **KEY RESPONSIBILITIES**

- Work with the Business Manager to develop file naming conventions and storage policies and procedures.
- Support the implementation and migration to new cloud-based file system.
- Liaise with CYDA staff to assist them in the changed system and reorganisation of file structures, to ensure successful migration.
- Provide general administrative support to the Business Manager

## **KEY SELECTION CRITERIA**

### Experience

- Advanced computer literacy demonstrating experience in using and sound knowledge of Microsoft Office suite of products, in particular MS Teams / SharePoint.
- Administrative experience including supporting databases, data storage and file management.

### Capabilities

- Excellent interpersonal skills, with an inquisitive and analytical approach to solving problems.
- Ability to prioritise and manage their own time, they will have excellent listening skills and the ability to work with others in a collaborative manner.
- Understanding of Community Service Organisations would be an advantage
- Understanding of a rights-based approach to disability advocacy and awareness of the diversity within disability.

This Position Description is intended as a guide to the performance of duties and is not an exhaustive list of everything required to do when carrying out the role. In addition to the above, you may be required to perform additional administration duties that are considered within your role and skill level.