



Administration Officer

SCHADS level 4

Part Time, 25 hours per week

Contract until 30 June 2023

Position Description

This position provides administrative support to the Consumer Participation Team. It will require occasional work after hours and on weekends. The position reports to the Manager of Consumer and Community Participation.

Remuneration

This is a part time position (25 hours per week). HCCA promotes a healthy work-life balance and is committed to offering employees a supportive family-friendly working environment. Your remuneration is based on Community Services Worker Level 4 (pay point 1), which is currently \$39.26 per hour plus superannuation. A probation period will apply for the first 3 months of employment.

HCCA is a health promotion charity, endorsed as Deductible Gift Recipient organisation. This means that there is an opportunity for staff to participate in salary sacrifice arrangements.

This is a contract position until 30 June 2023, in line with our funding from the ACT Government. Other conditions of employment will be based on the [Social, Community, Home Care and Disability Services Industry Award 2010](#) (SCHADS).

Detailed Position Description

- Provide administrative support for HCCA meetings, community events, seminars and consultations. This may include managing calendars, sending invitations, taking minutes or notes, collating and distributing papers, coordinating speakers, and responding to participant's needs.
- Provide technical support for staff and participants in online and in-person meetings and events. This may include setting up and packing away technology, such as the projector, laptop and hearing loop, and providing assistance in using technology (Zoom /Webex), troubleshooting and monitoring guest participation throughout events.

Health Care Consumers' Association

100 Maitland Street, HACKETT ACT 2602 Phone: 02 6230 7800
ABN: 59 698 548 902 Email: adminofficer@hcca.org.au

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- Contribute to the planning and delivery of HCCA events by: organising venues or online meetings or seminars, managing RSVPs, arranging catering for functions and meetings, and setting up rooms
- Contribute to the maintenance of the HCCA website and newsletter
- Support the design, planning, delivery and evaluation of training and participation activities for members, consumer representatives and the general public.
- Order printed materials and prepare information packs
- Prepare promotional materials and promote HCCA events through a variety of channels, including Eventbrite.
- Assist the Consumer Participation Team with record keeping and reporting.
- Develop and maintain positive relationships with consumer representatives and members and provide support and information where required.
- Liaise with ACT Health committee secretariats and Chairs to facilitate the endorsement and support of consumer representatives.
- Answer the HCCA office phone and interact with members and the public in-person and online in a friendly, professional and responsive way.
- Work closely with the HCCA Administration Officer to ensure the central administrative functions of HCCA are always covered. It is an expectation of this role that you will, at times, have responsibility for answering phones and doing everyday administrative tasks which support the whole HCCA office.
- Other duties as directed and appropriate to skills and experience.

Selection Criteria

1. Highly developed written and verbal communication and interpersonal skills including working with individuals to solve problems and learn new skills
2. Demonstrated high level of organisation, attention to detail and demonstrated ability to manage competing priorities
3. Demonstrated ability to work effectively with others in a work team, as well as working effectively independently. Taking personal responsibility for being organised and achieving work outcomes.
4. Demonstrated ability to take clear, accurate and comprehensive records of meetings
5. Demonstrated experience managing events
6. Well developed ICT skills, and demonstrated computer literacy including:
 - competence in MS Office including word processing and formatting ability
 - demonstrated ability to maintain MS Excel spreadsheets and data bases
 - competence in using social media applications
 - familiarity with videoconferencing applications such as Zoom, Webex and Teams.
7. Availability and willingness to support staff with events on weekends and after hours

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Desirable Qualifications

1. Relevant tertiary or other recognised qualifications
2. Experience in managing and supporting others to participate in videoconference meetings

Requirements

- Working With Vulnerable People Registration
- Be up to date with COVID-19 vaccinations
- ACT driver's license (desirable)
- All staff are required to sign the HCCA Staff Code of Conduct.

To Apply:

Applications close at **4.00pm** on **Monday 5 September 2022**.

Only written applications addressing the selection criteria will be considered.

Please submit your application by email to GeraldineManser@hcca.org.au, using the subject line: Administration Officer application.

For further information regarding the role, contact Kate Gorman on 6230 7800.

Updated July 2022

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