

POSITION DESCRIPTION

0.6FTE TRAINING ADMINISTRATION OFFICER

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

PRIME FUNCTION / KEY RESPONSIBILITIES:

CoMHWA's Training Administration Officer provides administrative support to the education and training team. Duties include all aspects of booking training, maintaining training records, liaising with training participants, set up and break down of training rooms, managing the training email and calendar, and other duties as required.

CORE SKILLS AND ATTRIBUTES FOR THIS POSITION

- **Values Driven:** The capacity to demonstrate the CoMHWA values of Kindness, Respect, Integrity, Social Justice, Connection and Courage
- **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, understanding others with empathy, and to communicate in either written or verbal form to enhance relationships with CoMHWA members, staff and training participants.
- **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. ADMINISTRATION

- Maintain training records and data for reporting and evaluation.
- Manage correspondence (email and phone).
- Provide efficient and high-quality administrative support to the Learning Development Manager and the Learning Development Officers.
- Book flights, accommodation and car hire for regional visits.
- Be able to work between 8:30am and 5:00pm in Cloverdale.
- Support training applications, including grants.

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- Prepare material for training, including ordering workbooks, compiling resources and maintain and ordering supplies.
- Set up and break down the training rooms prior to and post training sessions.

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.

Reporting Relationships:

This role reports directly to the Learning Development Manager.

SELECTION CRITERIA

QUALIFICATIONS

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

ESSENTIAL MINIMUM REQUIREMENTS

- Personal lived experience of mental health recovery.
- Demonstrated high level interpersonal and communication skills, including active listening skills.
- Demonstrated planning and organisational skills, including experience in establishing priorities.
- High level general computer skills (Outlook, Word, Teams, some Excel) and data entry skills.
- Experience in a training/education environment.
- Ability to work autonomously, use initiative, and work as part of a team to accomplish shared goals.

DESIRABLE REQUIREMENTS

- Experience in working in a not-for-profit organization.
- Experience in a Registered Training Organisation (RTO).
- Experience creating procedures for administrative tasks.

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:

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- National Police Certificate;
- Working with Children Check;

POSITION TYPE / REMUNERATION

POSITION TYPE AND TERM

Position type: Part-time

Position term: Fixed term to June 2027 (in line with current funding end date, possibility of extension)

FTE for this position: 0.6FTE 22.5 hours per week (3 days a week; will consider 21 hours over 4 days)

Hours per fortnight: 45

REMUNERATION

Salary for 1FTE: \$80,233

Superannuation: 12% 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.

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