



POSITION DESCRIPTION

POSITION TITLE: Administrative Officer

CLASSIFICATION: Level 3

Unions Tasmania Staff Agreement

RESPONSIBLE TO: Director of Operations and Programs

KEY RESPONSIBILITIES

- Provide an information and reception service, ensuring timely handling of enquiries from members, affiliates, external stakeholders, and other members of the community making initial contact with Unions Tasmania, respecting confidentiality as appropriate.
- Maintain office administrative systems, records, filing systems, and databases to ensure accurate and secure record keeping.
- Coordinate and plan logistics for key Unions Tasmania events, rallies, and conferences in consultation with management.
- Manage incoming and outgoing correspondence, including monitoring general email accounts and directing enquiries appropriately.
- Coordinate bookings, hire arrangements and associated administration for Unions Tasmania facilities and equipment.
- Support Unions Tasmania's Health and Safety Representative training program in consultation with the WHS Trainer including registering participants to attend, setting course dates, liaising with participants, external stakeholders, training accreditation requirements, and preparing materials.
- Provide executive support to the Secretary, including diary management, meeting coordination and travel arrangements as required.

OTHER DUTIES

- Other duties as reasonably directed that are consistent with the level, skills, experience, and qualifications required for the position.

ORGANISATIONAL ACCOUNTABILITIES

- Work in accordance with Unions Tasmania policies, procedures, and relevant legislative requirements.
- Demonstrate a commitment to the values of trade unionism, equity, diversity, and social justice.
- Exercise sound judgment, discretion and confidentiality when dealing with sensitive information.
- Contribute positively to a collaborative and respectful workplace culture.