



POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Office Coordinator & Payroll Administrator
Reports To:	General Manager
Employment Type:	Part-time (3 days a week) Office Based
Salary/Award Classification:	Level 4 - Social, Community, Home Care & Disability Services Award

SOUTH AUSTRALIAN COUNCIL ON INTELLECTUAL DISABILITY

The mission of Inclusion Northern Territory (Inclusion NT) is to work towards building a community in the Northern Territory that is inclusive of people with intellectual disability and provides opportunities for leadership. We do this by advocating with people with intellectual disability and creating opportunities for people to develop skills, speak up about their experiences and make decisions about their lives.

Inclusion NT is a branch of the South Australian Council on Intellectual Disability (SACID). Its mission and values align with those of SACID. Inclusion NT and SACID support and learn from each other.

ABOUT THE ROLE

SUMMARY OF THE ROLE'S AIM

The Office Coordinator is primarily responsible for maintaining the efficient running of the office which includes being the first point of contact for Inclusion NT, general office coordination and housekeeping, coordinating meetings, travel, diary management and event coordination. This position provides support to the management team and governance subcommittees, coordinates information, supports policy and procedure work and is responsible for rostering and human resource administration.

KEY RESULT AREAS

Office Coordination

- First point of contact at Inclusion NT (phone and reception desk).
- General office housekeeping e.g. ordering supplies, ensuring common spaces are clean and tidy, meeting rooms prepared, appropriate signage, maintain stock of stationery and promotional materials.
- Coordinate any required maintenance with office landlord and relevant trades.
- Collate any relevant receipts/invoices for Finance in relation to office housekeeping and maintenance.
- Complete relevant fire warden duties for office.



- Event planning, coordination and bookings.
- Diary management and meeting coordination.
- Coordinate travel arrangements as required.

Management and Governance Support

- Admin assistance for management team and subcommittees.
- Support management team to manage their diaries and admin tasks.
- Other general admin tasks as reasonably directed.

Information Coordination

- Respond to information requests received via phone, email, website and social media.
- Where expert knowledge is needed in response to an information request triage to the most appropriate Inclusion NT team member via the TEAMS information requests channel.
- Keep accurate records of information requests via Inclusion NT Hubspot (CRM) and Form.
- Provide monthly reports of information requests to General Manager.
- Coordinate Inclusion NT's online and physical resource libraries.
- Assist in any mailouts required by the management team.

Policies, Procedures and Systems Support

- Support the Executive Director to maintain up to date policy and procedure register.
- Coordinate up to date database of policies and procedures in Tribal Habits.
- Maintain an accurate database of SACID members and contacts through Hubspot.
- Be the main super user and go-to person for Hubspot.

Rostering

- Lead coordinator for shifts of lived experience staff members.
- Responsible for maintaining up to date rosters in Deputy (rostering app).
- First point of contact for Inclusion Advisors in regard to shifts and their availability.

Human Resource Administration

- Prepare agenda and minutes for staff and project officer meetings.
- Maintain staff files including training requirements and screenings including leading annual training refreshers for all staff.
- Support managers with staff recruitment and onboarding new staff.
- Maintain records of performance reviews and flag upcoming/overdue reviews for all team members.

Pay Roll

Support the SACID Finance Coordinator when needed with preparation of fortnightly salaries including:

- Setting up of new employees.
- Salary adjustments for overtime, allowances, changes to FTE part – time loads, changes to incremental scales, fringe benefits details, termination payments etc.



- Preparation of payroll related general journals.
- Monthly reconciliation of payroll clearing accounts.
- Annual reconciliation of payroll accounts.
- Calculation of pro-rata leave and annual leave loading.

Maintenance of Staffing records including information on:

- Updating personal leave/annual Leave/Long Service Leave record system.
- Prepare reports for internal and external as requested.
- Completion of mid-year and annual reporting as required.

Maintenance of superannuation records:

- Preparation of superannuation monthly payments, membership documents, change of address details, salary sacrifice and other deductions and associated reporting.

Inclusive Practice

- Using a co-design model, ensure people with intellectual disability and their supporters are involved in all aspects of projects.
- Demonstrate best practice in inclusive practices at SACID.
- Assist with development of Easy Read documents.



Workplace Health & Safety

- Comply with work health and safety legislation and requirements.
- Take responsibility for your safety in the workplace as well as the safety of others by ensuring adherence to all policies and practices.
- Follow a trauma informed approach.
- Identify and report potential risks.
- Participate in relevant training as required.
- Update Inclusion NT WHS register every 3 months.
- Update the Data Safety Sheets when relevant.

REPORTING/WORKING RELATIONSHIPS

This role reports to (role sponsor): General Manager

This role provides formal support and guidance to the following other roles:

- Students, trainees, interns, volunteers and other similar positions who may from time-to-time be involved with Inclusion NT.

This role is responsible for maintaining good networks with stakeholders including:

- People living with intellectual disability, and other people in their lives such as family, friends and other supporters, including advocacy groups and peer networks
- Community leaders and NGOs relevant to the work
- Government staff relevant to the work
- Peak bodies

SPECIAL CONDITIONS

The incumbent is required to:

- Be available for work-related travel.
- Hold a Working with Children Check and Police Check or be willing to obtain prior to commencing employment. Must maintain these clearances on-going.
- Hold a drivers licence.

The role demands a commitment to:

- Support the integrity of Inclusion NT by maintaining a high standard of personal and professional conduct that supports our values, including:
 - **INCLUSION:** Inclusion for all
 - **VOICE:** Empowering people with intellectual disability and their families to have their voices heard
 - **RIGHTS:** Equal Rights for people with intellectual disability



- Support and contribute to the achievement of Inclusion NT's goals as set out in relevant documents.
- Occasionally work outside of normal business hours where required.
- Participate in performance planning and review, as frequently as may be required, but at least annually, and commit to ongoing personal and professional development.
- Be willing to change office location if directed as a result of service development and organisational change.
- Be willing to work from home if directed to.

Acknowledged by Role Holder:

Signature:

Date:

Acknowledged by Role Sponsor:

Signature:

Date:



ABOUT THE ROLE HOLDER

QUALIFICATIONS, SKILLS & EXPERIENCE

- You will hold the belief that all people are valued members of our community and you will assist people with intellectual disability to participate fully as members of our community.
- Relevant tertiary level qualifications and/or demonstrated experience in a similar role.
- Experience working with people with intellectual disability, their families and supporters, and representative bodies is desirable.
- Strong interpersonal and communication skills.
- Strong organisation and time management skills.
- Ability to work effectively in a team.
- Strong working knowledge of Microsoft Office Suite.
- Drivers Licence desirable.
- Must hold relevant working with children check and police check or be willing to obtain prior to commencing employment.