

Position Description



Title	Administration Support
Business Unit	Heritage Services Mission and Inclusion
Location	130 Lonsdale Street, Melbourne
Employment type	Ongoing, Part Time (45.6 hours per fortnight)
Reports to	Manager, Heritage Services

1. About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, bisexual, trans, gender diverse, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

2. Position purpose

The role of the Administration Support Worker will be to support the Heritage team by helping to locate and prepare records for release and assisting with general administration tasks as requested. The role also involves assisting with the organisation of gatherings and reunions and attending events when appropriate.

3. Scope

Budget: nil

People: nil

4. Relationships

Internal:

- Members of the Heritage Service Team
- Personnel in other Uniting services

External

- Past residents, adoptees and their families
- Heritage Service Volunteers

Approved by: (position [see delegations of authority policy])	Page 1 of 3	Division: People and Culture
Date Approved: <Date>	Printed copies of this document are not controlled.	Next Review Date: <Date>

5. Key responsibility areas

Administrative

- Work closely with other Heritage Service staff to help locate and prepare records for release by the Manager and Heritage Service team
This involves:
 - Searching for and locating records, usually from Uniting's records holdings and sometimes from other sources such as the Public Record Office
 - Scanning records
 - Carrying out routine redactions using Adobe software
 - Helping to organize records as directed
 - Preparing photographs
 - Gathering contextual and background information as requested
 - Assisting with mail outs

Other duties

- Contributing to the organisation of reunions and gatherings
- Attending reunions and gatherings as requested
- Working on a specific project as requested such as photograph albums or audio-visual editing
- Contributing to the bi-annual Heritage Service newsletter
- Indexing records
- Other duties as requested by the Manager, Heritage Service

Collaborative

- Work closely with Heritage staff to produce high quality records and maintain accuracy and speed
- Contribute and share ideas and solutions
- Attend regular team meetings

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

6. Person specification

Experience

- Experience with MS Office programs and Adobe

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values

Position description

Administration Support



- Understanding of the demands of a flexible working environment with rapidly changing needs
 - Good knowledge in the use of Microsoft Office, particularly MS Excel.
 - Strong attention to detail
 - Effective time management and organizational skills
 - Ability to perform repetitive tasks while maintaining accuracy
 - Ability to promote and maintain a positive and collaborative team environment
 - Ability to show initiative and solve problems
 - Good knowledge of scanning equipment and how to use it most effectively
 - Keen interest in the work of the Heritage Service
 - Excellent interpersonal skills
 - Authentic and open manner and positive attitude
 - Ability to self-reflect and show understanding and empathy towards those who have experienced childhood trauma
 - Ability to seek and take direction and learn from mistakes
- Desirable
- Audio visual editing skills

7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting’s operational, service and consumer requirements.

8. Acknowledgement

I have read, understood and accepted the above Position Description

	Employee	Manager
Name:		
Signature:		
Date:		