

Position Description

Title	Administration Assistant
Business Unit	Office of CEO
Location	Level 4, 130 Lonsdale Street, Melbourne Or Dandenong
Employment type	Full time, Ongoing
Reports to	EA to CEO

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 work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, 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

1. Position purpose

This role will be responsible for the provision of administrative support within the Office of the CEO supporting the Executive Assistant and CEO. The role can be based at 130 Lonsdale office but there will be a degree of flexibility around working location.

2. Scope

Budget: nil

People: nil

3. Relationships

Internal

- Chief Executive Officer
- Senior Management Group (SMG)
- Executive/Division Assistants
- Uniting Directors
- Uniting team members as required

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External

- External stakeholders including members of parliament, government departments, other community service organisations, sector peak bodies and the Uniting Church

4. Key responsibility areas

CEO Support

- Scheduling appointments
- Responding to requests for meetings
- Organising logistics including travel bookings, meeting locations and meeting briefing packs
- Coordinating, formatting and distributing communication and correspondence

Administration Support

- Acting as a point of contact for the Office of the CEO and responding to queries from staff and volunteers, stakeholders and consumers as required
- Provide general administrative support to the Office of the CEO including expense and invoice processing, organising events and supporting organisational processes and functions.
- Take minutes of meetings and prepare and allocate any follow up action items with Management
- Maintaining and working to streamline file and data management
- Formatting and editing documents and maintaining templates for documents including reports, briefings and presentations.
- Maintain detailed knowledge of organisational policies, systems and procedures
- Coordinate administrative projects in consultation with line manager
- Other tasks as required or directed

Board and Executive Administration

- Support preparation and distribution of meeting agendas and meeting books.
- Formatting and proofing of Board papers
- Coordinate end to end Board and Committee meetings logistics.
- Drafting of Board correspondence as required
- Maintain governance registers and document management systems

People and teams

- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment

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.

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- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organisation

5. Person specification

Qualifications

- Relevant tertiary qualification in a business administration related discipline and/or experience in an administration role.

Experience

- Previous experience working in a fast paced, professional environment.
- Experience providing administrative support to senior managers (administration assistant / team assistant role) in a role which included minute taking and document formatting.
- Customer service experience in a similar environment.
- Experience in diary management, travel arrangements.
- Experience working with a document management system.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- Demonstrated ability to work as a member of a team in a busy office environment, build strong relationships and adapt to daily challenges
- Confidentiality and discretion
- Excellent communication and interpersonal skills
- Proven intermediate expertise in the Microsoft suite of applications and the ability to support others to use technology
- Meeting coordination and document preparation, including the ability to accurately take minutes
- Demonstrated initiative and problem analysis and problem-solving skills
- Well-developed attention to detail and accuracy
- Excellent organisation skills with timeline management, ability to deal simultaneously with several matters and work to deadlines

6. 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 relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State 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.

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7. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: