

Position Description

Title	Division Assistant
Business Unit	Finance & Procurement & ICT Performance & Integration
Location	130 Lonsdale Street, Melbourne, VIC 3000
Employment type	Full Time Maximum Term
Reports to	Head of Finance & Procurement & Head of Information Communication Technology

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 is responsible for the provision of high-level administrative support across two (2) senior leaders while also providing administrative support to the wider Division by providing high level administration advice and support with internal events, preparation of papers and reports and supporting divisional administrative processes.

2. Scope

Budget: nil

People: nil

3. Relationships

Internal

- Performance & Integration team
- Executive Leadership Team (ELT)
- Senior Leadership Group (SLG)
- Uniting team members

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External

- External stakeholders and suppliers as required, including government departments and the Uniting Church
- Vendors
- Auditors

4. Key responsibility areas

The position provides support across two business units:

- 20% ICT
- 80% Finance & Procurement

Functional

- Calendar and administrative management
- Acting as a point of contact for both business units
- Provide general administrative support to both divisions including assisting with divisional events
- Manage internal stakeholder expectations
- Support the work of the business units through the provision of administrative coordination and support to processes and functions related to the work of both business unit managers
- Logistical support, planning, and prioritising including travel arrangements, preparation / coordination of briefings and expense management
- Prepare and distribute meeting agendas and materials, attend meetings as required and attend to meeting outcomes including the taking, preparation and distribution of minutes, action items and other follow up
- Maintain detailed knowledge of policies as well as systems and procedures
- Preparing, modify, formatting and editing documents including correspondence, reports, memos and emails
- Be a member of the Administration Support Network coordinated by the Executive Assistant, CEO and Board.
- Coordinate administrative projects in consultation with line manager
- Provide out of hours support when required
- Other tasks as required or directed

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

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- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.

5. Performance indicators

- To be agreed with line manager(s)

6. Person specification

Qualifications

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

Experience

- Previous experience working across two senior managers; experience working in a finance business unit essential
- Experience working with a document management system (board papers); Diligent preferred
- Experience in diary management, travel arrangements (logistics and events)
- Strong experience liaising with senior external stakeholders
- Experience implementing administration improvement initiatives with minimal supervision.

Core selection criteria

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

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 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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8. Acknowledgement

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

Employee

Name:

Signature:

Date: