

Team Assistant

Title	Team Assistant
Business Unit	Mission & Equity Housing & Property
Location	130 Lonsdale St Melbourne VIC 3000
Employment type	Full Time Maximum Term (until 30 June 2022)
Reports to	Executive Assistant & Project Coordinator Housing & Property Director of Mission Mission & Equity

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

The Team Assistant is a shared position across the Mission & Equity and Housing & Property Divisions responsible for providing effective and efficient administrative support to both teams.

2. Scope

Budget: Nil

People: Nil

3. Relationships

Internal

- General Manager, Housing & Property and direct reports
- Director of Mission and direct reports
- Executive Assistant to General Manager Housing & Property
- Uniting Staff

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- Executive and Divisional Assistants and other administrative support staff

External

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

4. Key responsibility areas

Administration

- Provide general administrative support to the team including planning and logistics for meetings and events, supporting finance, HR processes and travel logistics
- Develop and maintain systems and processes for the team
- 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
- Preparing, modify, formatting and editing documents including correspondence, reports, memos and emails
- Undertake administrative projects as agreed
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Provide out of hours support when required
- Other tasks as required or directed

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.

5. Performance indicators

- **Achieves results:** effective discharge of key responsibilities, quality and timeliness of outputs and deliverables, attention to detail and accuracy, strict maintenance of confidentiality.
- **Values alignment:** Exemplifies and promotes Uniting's values, actively contributes to the enhancement of the values (both individually and within immediate team).
- **Teamwork:** willingness to be proactive and help others, contribution to the continuous improvement of a positive, collaborative and effective work environment.

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- **Professionalism:** Executes day to day activities in a positive, friendly and enthusiastic manner.

6. Person specification

Qualifications

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

Experience

- Experience providing administrative support (administration assistant/team assistant role)
- Experience working in a fast paced, professional environment.
- Experience implementing administration improvement initiatives with minimal supervision.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Proven intermediate expertise in the Microsoft suite of applications
- Excellent verbal and written communication and interpersonal skills
- Demonstrated initiative and problem solving
- Well-developed organisational skills and attention to detail
- Ability to work autonomously and as part of a team

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.

8. Acknowledgement

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

Employee

Name:

Signature:

Date: