

# Position Description

<b>Title</b>	Administration Officer
<b>Business unit</b>	Uniting Heritage Service, Mission and Equity
<b>Location</b>	Level 4/130 Lonsdale Street, Melbourne
<b>Employment type</b>	As per employment agreement
<b>Reports to</b>	Manager, Heritage Service

## 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 Heritage Service has been established for past residents and their families who were affected by adoption or received out-of-home care or provided by the Presbyterian, Methodist and Uniting Churches. We help people access information about themselves or their family member's time in care and support them in their journey to better understand their past.

The role of the Administration Officer will be to support the Heritage team by helping to prepare records for release and assisting with general administration tasks as requested.

### 2. Scope

**Budget:** nil

**People:** nil

### 3. Relationships

#### Internal

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

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#### External

- None

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## 4. Key responsibility areas

### Administrative

- Work closely with Records and Administration Officer to help prepare records for release by those whose role it is to work directly with requesters to the Heritage Service including
  - Scanning records
  - Carrying out routine redactions using Adobe software
  - Helping to organize records as directed
  - Preparing photographs
  - Sometimes searching for records
- Other duties as requested by the Manager

### Collaborative

- Work closely with Heritage staff to maintain accuracy and speed
- Contribute and share ideas and solutions
- Attend meetings as required

### 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.
- 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

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## 5. Person specification

### Experience

- Some experience with Microsoft Office programs and Adobe

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Understanding of the demands of a flexible working environment with rapidly changing needs
- Effective time management and organizational skills

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- Ability to perform repetitive tasks while maintaining accuracy
- Strong attention to detail
- Ability to promote and maintain a positive and collaborative team environment
- Good knowledge in the use of Microsoft Office, particularly Excel
- Good knowledge of scanning equipment and how to use it most effectively
- Keen interest in the work of the Heritage Service

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### 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: