 JOB AND PERSON SPECIFICATION

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| **Title of Position** | Administration Officer | **Position Number** | N/A |
| **Division** | Reintegration Services | **Award** | SCHCDS |
| **Section** | Community Transitions | **Classification** | Level 3/4 |
| **Location** | Adelaide Metropolitan | **Employment Type** | As per contract |
| **Delegated $ Authority** | N/A | **Probation Period** | 6 months |
| **Position Type** | As per contract | **Hours per. week** | As per contract |

Job & Person Specification approved by the CEO: ....................................................... ...../...../.....

**JOB SPECIFICATION**

1. **Summary of the broad purpose of the position, in relation to organisation goals.**

This Administration Officer will continue to be responsible for the general office duties including; data entry, office supplies, minute-taking, petty cash reconciliation, clerical administration, answering phones and covering reception as required, though the level of responsivity and accountability for these is to be significantly increased. In addition, there is an expectation that the post holder will assist in servicing programs by quality checking data entry, report running and undertaking analysis of this data, such as: fault finding, forecasting, trend reporting. The position requires a person with a mature outlook and the ability to communicate effectively and professionally, both face to face and via the phone, with a broad range of people. There is also a requirement to assist with the collection of data, reconciliation of payments and invoices and preparation of associated statistics and reports.

1. **Reporting / Working Relationships**

The Administration Officer reports to the General Manager (GM), undertaking administration, research and providing support for the GM and the wider Reintegration Services team. Consultation and cooperation with Executive members as required, e.g. the Senior Financial Accountant to assist with reconciliations, is required.

## 3. Special Conditions

* A current driver’s licence is required
* Some travel to outreach sites and out of hours work may be required
* Must maintain a police check, DHS Screening Check and ensure all client and program details remain confidential.

## Statement of Key Outcomes and Associated Activities

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* Deliver high-quality, proactive administration and support services
* Data entry, invoicing and account reconciliation and associated reporting
* Ensure general office, clerical and administrative practices and systems are in place
* Collation of statistical data for Organisational use and assisting in the preparation of professional reports and presentations
* Support program operations and service delivery through allocated duties
* Prepare agendas, take minutes and facilitate meeting arrangements
* Liaise with relevant stakeholders including Government Departments., as directed
* Demonstrate professional, high level interpersonal communication skills
* Assistance in coordinating and planning strategic processes
* A mature outlook and the ability to use their initiative, discretion and own judgement appropriately
* Ensure the service is promoted in a positive manner to the community
* Other duties as directed

1. **Work Health & Safety**

* Maintain a safe work environment in accordance with Policies and Procedures
* Participate in mandatory WHS training sessions
* Identify and promptly report accidents, hazards and incidents in the workplace

**PERSON SPECIFICATION**

# **Essential Minimum Requirements**

### ***Educational/Vocational Qualifications***

* Relevant qualifications and/or proven experience in a responsible administration role

## Personal Abilities/Aptitude/Skills

* High level interpersonal, communication, numeracy and literacy skills
* Proficient in use of all Microsoft programs, particularly Word, Excel and, PowerPoint
* Ability to prepare records and produce associated reporting and statistical analysis
* Administration associated with organisational meetings

***Experience***

* Maintenance of records, data entry and quality control of information
* Research, report writing, assisting with Tender applications and data analysis
* Providing general office support
* Cash handling and reconciliation of petty cash and invoices

***Knowledge***

* Office and administrative practices

**Desirable Characteristics**

***Educational/Vocational Qualifications***

* Relevant vocational qualifications and or proven experience.

***Personal Abilities/Aptitudes/Skills***

* Effective communication word processing skills

***Experience***

* Project management and/ or project administration

***Knowledge***

* A basic understanding in Restorative Justice, Integration and social inclusion principles

**Acknowledged by Occupant**

I confirm that I understand and agree to the expectations of this role as listed in this Job Description and confirm that I have the skills and experiences to undertake these.

Name……………………………….. Signature……………………………… Date……………..