



WYDAC

Warlpiri Youth Development Aboriginal Corporation

Position description

Position title:	Administration Officer	Date:	August 2020
Level:	Social, Community, Home Care and Disability Services Industry Award 2010 – Level 3	Salary:	Award rate with relevant penalties
Reports to:	HR Manager	Dept:	Administration & Finance
Approved by:	CEO	Supervises:	NIL

CEO Signature: _____

Position specifications

Primary purpose of the position

The Administration Officer will undertake office and administration tasks as directed by the HR Manager and on occasion Senior & Executive Management.

Reporting relationships

The Administration Officer reports directly to the HR Manager.

Duties and responsibilities

Primary duties

The following areas are critical to the role and constitute the primary duties required to be successful in fulfilling the duties associated with this position and other duties as directed.

Office administration:

- Reception responsibilities as required to ensure effective telephone and mail communications both internally and externally to maintain professional image.

Kurdu-kurdu-ku jina-mardarni tarnnga-juku

Yuendumu LPO, NT 0872 | P: 08 8956 4188 | F: 08 8956 4081 | E: admin@wydac.org.au | web: wydac.org.au
DOC 655 PD Office Administrator – Alice Springs v1

- Liaise with other administrative staff to ensure that the Alice Springs office is adequately stocked with general office supplies.
- Liaise with other administrative staff and Office Coordinator to ensure movement of items between Yuendumu and Alice Springs Offices.
- Liaise with other administrative staff to ensure that general IT, building and office repairs and maintenance issues related to the Alice Springs Office are resolved.
- Filing, faxing, scanning and photocopying.
- Ensuring print and fax area is tidy and documentation in appropriate boxes,
- Arranging catering for office meetings and events.
- Assist to maintain proper records.
- Manage notices on the WYDAC notice board.

General other administration

- Provide clerical support Accounts, Payroll and HR transactions as and when required.
- Sorting and preparing documents for data entry.
- Ensuring that all policies & procedures relating to admin & accounts are kept up to date and are reviewed when necessary.
- Uploading and filing documents as required.
- Acting as a representative for WYDAC to deal with any issues with services that our suppliers offer e.g. liaising with a phone/internet provider if a service is down.

Part C: Person specifications

All staff competencies

Core attributes

To contribute to a successful and enterprising culture at WYDAC, each staff member is expected to demonstrate the following key behavioral attributes:

- being trusted, authentic and self-aware by establishing credibility, and being honest, reliable, accountable, and responsive
- taking initiative and delivering results by seizing opportunities and being outcome and client/young person/Warlpiri community focused
- providing solutions through logical, creative and innovative thinking and timely, transparent and consultative decision making
- communicating with impact by displaying clarity, diplomacy, persuasiveness and sensitivity
- leading and working well with others by displaying conviction and resilience, working collaboratively, motivating others and mobilizing influence.

Performance development and management

- Participating in the WYDAC Performance Development and Management process.

Workplace Health and Safety (WHS) risk management

- Ensuring that all Outstation employees are instructed in and aware of WHS/risk management practices and policies and that these are observed, carried out and enforced.
- Ensuring that all staff develop an understanding of all WYDAC policies and procedures that relate to the minimisation of risk and that duties are performed in a safe and professional manner without causing personal injury or financial loss to themselves, other employees, contractors or the public.
- Developing an understanding of all WYDAC policies and procedures that relate to WHS and the minimisation of risk.
- Performing duties in a safe and professional manner without causing injury or financial loss to themselves, other employees, contractors or the public
- Reporting any injury, illness, asset of financial loss, hazard and near miss incident to their manager as soon as they are detected in accordance with WYDAC procedures.
- Complying with safety directions agreed between management and the employees through the consultation process.
- Cooperating with management when action is taken by them to comply with the WHS Act (2011) and risk management.
- Participating in workplace inspections, audits and risk assessments.

Key job competencies

Qualifications, knowledge and skills and experience

Essential criteria

- Demonstrated understanding of, and experience in working with cross-cultural persons and community development, preferably in a remote context
- Experience working in administrative and management roles
- Excellent oral and written communication skills
- Excellent computer skills and experience working with spreadsheets and databases
- Demonstrated ability to work in a team
- Demonstrated capacity for resourcefulness, self-motivation and independent decision making
- Demonstrated negotiation skills
- Demonstrated stress management skills
- Possession of a current 'C' Class Open Driver's License

- Ability to travel to remote communities on occasion including overnight stays of up to one night.

Desirable criteria

- An ability to communicate effectively and sensitively with Warlpiri people and respond with respect to Aboriginal Leadership and management committee.
- A knowledge and understanding of Aboriginal culture as well as a range of contemporary issues affecting remote Indigenous people.

Additional factors

- Applicants will be required to obtain a criminal history check and Working with Children clearance – Ochre Card (on acceptance of position, and conditional to contract offer).

Endorsement

The preceding information is an accurate statement of the requirements and employment of this position, at this time.

Signature (CEO) _____ Date ____/____/____

I have read and understand the duties and requirements of the position as described in this position description and agree to be employed under such conditions and the relevant Award.