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**POSITION DESCRIPTION**

**Administration Officer – Part-time (.8 FTE)**

**(One-year Contract)**

1. **DATE APPROVED** 13 May 2016
2. **POSITION CONTEXT**

Women with Disabilities Victoria (WDV) is the peak organisation for women with disabilities in Victoria. Its mission is to lead the way for Victorian women with disabilities and improve women’s choices by being a voice, building partnerships, providing information and engaging the community. WDV communicates with community organisations and government about the critical issues affecting women with disabilities.

This position is located within the Women with Disabilities Victoria office at Level 9, 255 Bourke St., Melbourne.

1. **POSITION OBJECTIVE**

Undertake the efficient and effective administration of Women with Disabilities Victoria.

1. **KEY RESPONSIBILITIES**

**Administration**

* Undertake wide-ranging administrative duties on behalf of WDV.
* Provide support to a process of significant ICT and communications restructure
* Perform financial administration duties to support the WDV Accountant
* Be the welcoming face of WDV and provide support to a small and busy team
* Provide administrative support to the Board as directed.

Tasks associated with the above responsibilities:

* Answering the phone and receiving incoming requests from the public (via email, phone and reception). Provide referral to other agencies when required
* Provide support to the project management and implementation of a new website and intranet, contact database and member management system, file-sharing and phone system
* Provide support to the process of re-branding WDV
* Management of Board papers and other Board support including meeting organization and minute-taking
* Organisation of staff and external meetings and booking of resources (meeting rooms, catering, interpreters, support workers)
* Maintenance of WDV event calendar and annual internal operations schedule
* Processing of accounting transactions, banking, maintenance of petty cash float and supplying documentation for monthly accounts
* Processing of memberships and maintenance of member database
* Logging and reporting of hardware and software issues to IT support service
* Providing minor updates to website (Wordpress) as required
* Liaison with property manager and suppliers and maintenance of office equipment
* Obtaining quotes and purchasing office supplies and equipment
* Administration of events including distributing invitations, managing RSVPs, co-ordinating venue, catering and accessibility services
* Providing support for recruitment and employment processes, including processing Police and Working With Children checks
* Providing administrative support to WDV program areas and the Executive Director as required
* Undertaking membership and other mail-outs
* Maintenance of general office environment, OHS standards and staff duty roster
* General administration duties such as maintenance of electronic filing system and contacts database, maintaining supplies of WDV publications, photocopying, and other duties as directed
* Updating of office procedures documentation on an ongoing basis
* Providing support to the Operations Manager as directed.

**General**

# The following responsibilities are carried out by all staff:

* Contribute to WDV’s capacity as a feminist organisation to deliver its goals, enable and support high performing teams and foster productive internal and external relationships.
* Develop individual annual workplan and report on its progress at annual appraisal.
* Provide verbal and written reports and activities data as appropriate.
* Active involvement in a reflective learning organisation committed to strategic and operational planning, setting performance objectives, policy development and review, evaluation, risk identification and risk management.
* Work within organisational policies, procedures and Enterprise Bargaining Agreement.
* Undertake other duties as directed.

1. **ORGANISATIONAL RELATIONSHIPS**

* Contribute to the culture of the decision making processes on a day to day basis.
* Work collaboratively with all members of the WDV staff and Board.

1. **ACCOUNTABILITY**

* The position will report on agreed objectives and tasks to the WDV Operations Manager.
* The position is subject to annual performance appraisals.

1. **SALARY, POSITION HOURS AND TERM**

* WHV EA 2007 Level 2 Year 1 Salary is $45,983 pro rata.
* In addition, employer superannuation guarantee contributions are made, and salary packaging is available to all staff.
* This position is for 30.4 hours per week (.8 FTE) to be worked over Monday-Thursday.
* This position is a one-year tenure from the date of appointment and is subject to a three-month probationary period.
* A police check will be required to undertake the duties in this position.

1. **WHV ENTERPRISE AGREEMENT CLASSIFICATION LEVEL AND DEFINITION**

WHV Enterprise Agreement 2007 Level Two Classification definition is as follows:

* Work is likely to be without supervision, with general guidance on progress and outcomes sought.
* Responsibility for, and limited organisation of the work of others may be involved.
* Freedom to act is governed by clear objectives and/or budget constraints which may involve the contribution of knowledge in establishing procedures where there are no defined established practices.
* Solutions to problems are generally found in precedents, guidelines or instructions, with assistance available from senior employees.
* Competency at this level involves the application of knowledge with depth in some area and a broad range of skills. There is a wide range of tasks and roles in a variety of contexts, with complexity in the range and choice of actions required.
* Competencies are normally used within routines, methods and procedures where discretion and judgement is required, for both self and others in planning and selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

1. **WHV ENTERPRISE AGREEMENT LEVEL 2 COMPETENCIES FOR THIS POSITION**

* Understanding and ability to apply knowledge of the functions of the service in carrying out responsibilities to internal/external clients.
* Ability to meet team goals through completion of individual work, within a personal/team work plan that identifies goals, expected results and appropriate time frame.
* Work area goals are achieved through constructive participation to solve problems and through completion of personal tasks. Staff development needs are identified.
* Ability to communicate with others in a manner which conveys the message(s) intended and is adjusted to meet the need or differences of the situation or clients or work colleagues. Written materials can be understood by the reader.
* Suggestions for changes in environment or workplace practices are made. Contributions to the implementation of change are made and people are supported in adjusting to changes.
* Understanding and ability to manage time, develop plans, practice ethical behaviour and develop personal skills.
* Understanding and ability to find information, analyse it and form it into options that identify possible solutions.
* Ability to set up equipment and use appropriately in accordance with occupational health and safety guidelines.

1. **SELECTION CRITERIA**

* Commitment to feminist principles and the rights of women with disabilities.
* Demonstrated wide-ranging administration skills including sound experience in financial administration.
* Well-developed ICT literacy including experience with MS Office/Office 365 and general competency in and understanding of office ICT systems (experience with Wordpress websites, member management systems and cloud-based file-sharing systems would be highly regarded).
* Excellent communication skills, including the ability to provide a friendly and welcoming face to the public and liaise professionally with a range of different stakeholders and suppliers.
* Strong organisational and time management skills. Ability to multi-task and work effectively under pressure during a period of ICT and organisational restructure.
* Capacity to work co-operatively and supportively within a busy small team.
* Flexibility, adaptability, and a positive problem-solving approach.