



POSITION DESCRIPTION

Title:	Administrative Officer: Service Development Team. (Fixed Term Contract 12 Months- with possibility of extension.)
Enterprise Agreement:	Community Sector Multiple Enterprise Agreement 2009, ACT
Classification:	Minimum CSW 4 and negotiable according to experience
Usual work location:	Level 5, 221 London Circuit Canberra
Cost Centre:	470, 876
Usual hours of work:	Full-time – 76 hours a fortnight
Position Objective:	To provide a range of administrative services to the Deputy Principal Officer and the Service Development Team including: therapeutic services as well as the Sanctuary Model implementation, preservation and restoration services and care governance. The position includes secretariat duties for the Anglicare Carer Authorisation Panel.
Position Responsibilities:	<ul style="list-style-type: none">• Provide secretariat duties to the Anglicare Carer Authorisation Panel including co-ordinating the agenda, panel invitations, circulation of reports and minute taking.• Provide secretariat duties to the Carer Support Working Group including coordinating the agenda and minute taking.

- Arrange training course attendance including registrations, travel and accommodation, invoicing and catering as may be required.
- Manage travel and accommodation bookings for the DPO and the Service Development Team.
- Assist the DPO with budget processes including payment of invoices, credit card reconciliation and monitoring of monthly variance reports.
- Attendance at meetings, minute taking and preparation/ distribution of minutes as required.
- Provide administrative support to the Deputy Principal Officer and the Service Development Team.
- Attend to general telephone and email enquiries.
- Contribute to staff meetings and attend training as required.
- Work in alignment with Anglicare values and the Sanctuary commitments as Anglicare transitions to become an accredited Sanctuary community.
- Any other duties as may be required.

Key behaviours:

Communication

Communicates clearly and accurately – listens to and understands the views of others.

Flexibility

Recognises and responds to unanticipated events and requirements or sudden changes of priority.

Job Motivation

Is a self-starter and self-motivated and maintains a high level of enthusiasm for work responsibilities.

Initiative

Originates action and actively seeks to contribute rather than passively accepting situations.

Planning and Organising

Establishes a course of action and marshals resources to achieve a specific goal.

Reliability

Adheres to routine and follows instruction in order to ensure consistency in process and result.

Key skills:

- Well-developed interpersonal skills and ability to engage with a range of people of diverse backgrounds and experience.
- Well-developed organisational & time management skills.
- Well-developed written communication skills and ability to provide secretariat functions.
- Demonstrated ability to assist with the management of financial systems, reconciliation, payment of invoices and working within a budget.
- Well-developed computer literacy skills including word processing, excel and power point.
- Demonstrated ability to develop and maintain administrative systems.
- Sound skills in administration procedures and practice.
- Demonstrated capacity to work as an effective member of a team or independently as required.

Key experience:

- Experience providing administrative services.
- Experience in minuting complex meetings and managing sensitive and confidential information.
- Working in the Community Services or Government Sector would be an advantage.

Qualifications:

Relevant Certificate IV in Administration, Business or similar.

Reports to:

Deputy Principal Officer

Direct reports:

None