

Position Description

Title:	Senior Administration Officer
Unit:	Business Services
Reports To:	Administration Manager
Time Fraction:	Full Time
Employment Status:	12 months maximum term with possibility of extension
Salary:	\$50 - 55,000 per annum
Location:	17-23 Sackville Street, Collingwood

Organisational Overview

VACCHO represents 30 Aboriginal Community Controlled Organisations (ACCO's) throughout Victoria, which make up the VACCHO Membership. VACCHO was established in 1996 and is recognised by State and Federal governments as the peak body to co-ordinate and represent Aboriginal health organisations and community views on Aboriginal health issues in Victoria.

VACCHO's primary principles of operation are community control and self-determination of health service provision to Aboriginal people in Victoria.

VACCHO Strategic Goals

- Aboriginal Cultural Qualities
- Quality Workforce
- Quality Services
- Quality Infrastructure
- Quality Partnership & Networks

Unit Overview

The Business Services Unit comprises of the Executive, Member Support, Communications, Operations, Administration, Finance, Human Resources and Business Shared Services.

Role Overview

This position is the senior member of the Reception team and provides guidance to the Reception & Administration Officer as well as taking a key lead in the coordination of events VACCHO.

Key Responsibilities

1. Reception duties approx. 3 hours per day
2. Provide reception and administration training for the Reception & Administration Officer

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3. Coordinate VACCHO events including Members Meetings and forums
4. Actively participate in quality, risk and compliance activities
5. Work within the Business Services Team as an effective team member, providing assistance and support to the Unit as required to meet Unit objectives
6. Undertake other duties which are appropriate to the level of the position, as directed by the Administration Manager and Business Services Director to meet unit objectives

Compliance with VACCHO Standards

- VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait to apply for all positions advertised (*Equal Opportunity Act 2010*)
- VACCHO requires all employees to comply with all work health and safety rules, regulations and relevant Codes of Practice (*Victorian Occupational Health and Safety Act 2004*)
- VACCHO is accredited and requires employees to understand the requirements of quality systems and continuous improvement (*ISO 9001*)
- VACCHO requires employees to adhere to a *Code of Conduct*, including commitment to confidentiality and conflict of interest declarations

Other Employment Related Information

- A National Police Records Check is required as a condition of employment.

Key Selection Criteria

Skills/Experience

- Understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control
- Ability to work or learn to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream health organisations.
- Ability to act with respect, honesty, integrity as well as maintain confidentiality at all times
- Previous experience in Reception and/or Administration
- Strong customer service skills
- A flexible approach, with strong organisational and planning skills, including the ability to effectively manage time and workload, prioritise tasks, and meet changing circumstances, competing demands, interruptions and tight deadlines
- Excellent interpersonal and communication skills to liaise effectively with a wide range of people and develop and maintain effective working relationships at all levels.
- Knowledge and/or experience using Microsoft applications (e.g., Microsoft Word, Excel and Outlook)
- 'Can do' attitude. Interest in working in an office and a willingness to learn and get involved

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Desirable

- Identifies as Aboriginal and/or Torres Strait Islander

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