

JOB DESCRIPTION AND STATEMENT OF DUTIES

JOB TITLE:	Administration Officer (Aboriginal Identified Position)
TEAM:	Corporate Services
LINE MANAGER:	Corporate Services Coordinator
KEY RELATIONSHIPS:	The Administration Officer will maintain primary relationships with the CEO, Business and Finance Manager, Managers, KARI staff and external providers that support the business systems in KARI.
TERMS AND CONDITIONS:	Full Time as per contract, guided by NSW Social, Community, Home Care and Disability Services Industry Award 2010.
BASE SALARY:	\$44,000 (Level 1) \$46,000 (Level 2) \$48,000 (Level 3) \$50,000 (Level 4)
PACKAGE BENEFITS:	9.5% Superannuation paid to company of employee's choice. Option for salary sacrifice paid to any employee debt or bill.

1. JOB PURPOSE

The Administration Officer will form part of the Corporate Services team and will provide support to the Corporate Services Coordinator and Business and Finance Manager in the day to day operations of the agency's business systems.

2. DUTIES AND RESPONSIBILITIES

- Ensure that the resource and room booking system is running efficiently and that all resources are booked out according to KARI Policy and Procedures.
- Coordinate the management of the KARI fleet of vehicles ensuring that the vehicles are maintained at a high standard, including management of the petrol cards and e-tags, and liaising with external suppliers for insurance, replacement cars, maintenance and repairs.
- Coordinate stock levels and allocations of uniforms, including maintaining the staff reimbursements register.
- Provide administration support to the CEO, Business and Finance Manager and Corporate Services Coordinator as required.

- Provide reception relief for times when the Receptionist is absent from their duties ensuring that reception is running efficiently during those relief periods.
- Ensure that all areas of the office are clean and safe and that individuals are able to utilise the work area for its designated purpose.
- Liaise with external contractors and ensure that work is carried out in a professional, planned and timely manner.
- Assist with the management of WH&S responsibilities, including WH&S regular inspections, WH&S meetings, organising electrical tagging, flu vaccinations and immunisations, and performing Fire Warden duties.
- Assist with IT queries and liaise with external IT consultants to ensure that queries are resolved in a professional, planned and timely manner.
- Coordinate the ordering, purchasing and receiving of goods as requested by the Corporate Services Coordinator and Business and Finance Manager.
- Maintain corporate equipment including organising regular servicing and consumables replacements.
- Organise catering where the meeting is a whole of agency or Corporate Services meeting.
- Maintain Corporate Services administrative systems as required.
- Participate in the coordination of projects and events for Corporate Services or the whole of agency as requested by the Corporate Services Coordinator or Business and Finance Manager.
- Undertake periodic stocktakes for KARI office equipment and other assets.
- Attend any monthly supervision meetings with your Line Manager and complete the tasks identified at these meetings. Identify personal learning needs and give feedback on the service including the identification of gaps and areas for improvement.
- Attend any KARI meetings as requested by your Line Manager.
- Undertake and participate in regular evaluations of the service and take part in annual appraisals of staff performance and team planning days.
- Undertake specific tasks allocated by your Line Manager relating to the promotion of the service and the enhancement of the partnership between the team and key stakeholders.
- Contribute to the development and maintenance of a positive, supportive and collaborative team environment including the ongoing learning of all team members through the sharing of ideas and feedback from training.
- Advocate for KARI and Aboriginal people, children and young people in the sector.
- Other duties as directed.

3. ELIGIBILITY REQUIREMENTS

- Aboriginality.

- Possession of a current NSW Drivers License – minimum P2.
- Willingness to undertake a Working with Children Check.

4. SELECTION CRITERIA

- Experience in an office environment.
- Excellent time management and organisational skills and an understanding of systems management.
- High level communication and interpersonal skills.
- Good computer skills with knowledge of the Microsoft Office including Word, Excel and Outlook, and capacity to navigate the internet for work purposes.
- Ability to work within a team and independently.
- Ability to respect and work within the values of KARI and commitment to reflecting and adhering to KARI's policies and procedures.
- Ability to work co-operatively and respectfully with team members, foster carers, families and professionals from various agencies and cultural backgrounds.

In signing this Job Description, the employee acknowledges that they have read the document and understand its contents.

Employees Name:			
Signature:		Date:	
Authorised KARI Representative Name:			
Signature:		Date:	

APPROVED TO SAVE ON POLICY DRIVE AND DISTRIBUTE TO STAFF			
CASEY RALPH – CEO:		DATE:	