

POSITION DESCRIPTION

Position title: Administrative Support Officer

Time fraction: Full time/part time (This is subject to negotiation with a possibility of job sharing)

Award: SCHADS Award Level 3 (Clerical and Admin). Classification will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award)

Reports to: This position is directly accountable to the Chief Executive Officer

Location: Tandem Office, Abbotsford

1 ORGANISATIONAL CONTEXT

Tandem was established in 1994 and is the Victorian peak body for mental health families and carers. Tandem is a not-for-profit, community based organisation. Tandem promotes and advocates for family and carer involvement in treatment and recovery of people living with mental health challenges, family and carer participation in planning, delivery and evaluation of mental health services, and appropriate support for families and carers. Our principal areas of work are: systemic advocacy; contributing to mental health policy development; information provision; development; delivery and promotion of family inclusive training for the mental health workforce; support and training of the Carer Lived Experience Workforce; participation in the DHHS NDIS Transition Group; and administration of the Victorian Carer Support Fund.

Tandem offers you a supportive team environment and flexible work arrangements.

2 SCOPE OF THE POSITION

Tandem requires an exceptionally organised, methodical and flexible person, who loves being part of a team, and is committed to social change.

The Administration Officer is responsible for providing efficient administrative support to the CEO and team at Tandem. The position involves some data entry and accounts payable work, and supports ongoing programs, special projects, and other initiatives and events.

You will work as part of a small, dedicated and growing team.

3 KEY RESPONSIBILITY AREAS

Key responsibilities for this position include:

- 3.1 Provide high-level administrative support to the CEO through:
 - Organising meeting agendas and papers, and taking minutes for various meetings
 - Scheduling meetings, booking rooms, organising catering and sending reminders
 - Event administration, co-ordination and planning
- 3.2 Provide administrative support to Tandem projects, programs and initiatives.
- 3.3 Participate in the administration of the Carer Support Fund, which includes general administration tasks and data-entry as required.
- 3.4 Undertake basic accounts and bookkeeping tasks.

3.5 Other:

- Contribute actively to the maintenance of a safe and tidy workplace, and ensure all safety issues are reported and addressed as they arise
- Undertake relevant training and professional development (including regular supervision) appropriate to the primary work of Tandem
- Monitor ordering and distribution of stationery
- Complete administration tasks as prioritised
- Proactively comply with direction
- Use all Tandem resources in line with organisational policy.

4 KEY SELECTION CRITERIA

Essential

1. An appropriate qualification such as Cert IV in Business Administration, and significant experience, related to provision of administration support.
2. Excellent information technology skills in a range of software packages including the MS Office suite.
3. Ability to produce accurate and timely written work, including meeting minutes, agendas and internal communications.
4. Ability and willingness to learn how to use database systems.
5. Excellent organisational skills.
6. Excellent relationship building and communication skills.
7. Ability to take initiative and approach tasks in an innovative and flexible way.

Desirable

1. Experience working within the human services field in a community organisation.
2. Lived experience as a mental health carer.

5 REMUNERATION & CONDITIONS OF EMPLOYMENT

Salary and conditions

A base salary of \$59,635.38 – \$63,000 will be offered dependent on qualifications and experience.

Additional requirements

- A probationary period of three months will apply.
- Police checks are mandatory for all new appointments.
- A working with Children Check is required.

6 FURTHER INFORMATION & APPLICATIONS

For further information, please contact Anne Finch at anne.finch@tandemcarers.org.au or on (03) 8803 5511.

Written applications addressing the Key Selection Criteria, accompanied by a current Curriculum Vitae and listing three current referees, should be sent to info@tandemcarers.org.au

Applications close on COB Monday 3 July.