



## POSITION DESCRIPTION

### ADMINISTRATION OFFICER

**Employment Framework:** Social and Community Services (Western Australia) Interim Award Level 4.1

#### PRIME FUNCTION / KEY RESPONSIBILITIES:

CoMHWAs Training Administration Officer provides administrative support to the education and training team. Duties include: all aspects of booking training, maintaining training records, liaising with training participants, set up and break down of training rooms, managing the training email and calendar, and other duties as required.

#### CORE SKILLS AND ATTRIBUTES FOR THIS POSITION

- **Values Driven:** The ability to demonstrate kindness, respect, integrity, social justice, connection and courage
- **Punctuality and dependability:** Manage time, keep commitments, be responsible.
- **Organisational skills:** The motivation and ability to effectively implement systems to improve the efficiency and effectiveness of the training team.
- **Communication and Interpersonal Skills:** Be solutions focused, use written and verbal skills to enhance relationships with CoMHWAs members, staff, external organisations and training participants.
- **Quality improvement and flexibility:** Demonstrate accuracy and thoroughness while maintaining flexibility.
- **Initiative:** The ability to be resourceful and proactively take action within job role scope.

#### BRIEF STATEMENT OF DUTIES / PERFORMANCE AREAS

##### A. ADMINISTRATION

- Maintain training records and data for reporting and evaluation through the LMS (aXcelerate).
- Manage correspondence (email and phone).
- Provide efficient and high-quality administrative support to the Learning Development Manager and Executive Manager.
- Book flights, accommodation and car hire for regional visits.
- Be able to work 7.5 hour days between 8:30am and 5:30pm in Cloverdale.
- Provide administrative support to CoMHWAs as they seek to become an RTO.
- Prepare material for training, including ordering workbooks, compiling resources, maintaining and ordering supplies.

- Assist trainers to set up and break down the training rooms prior to and post training sessions.
- Lend a helping hand to the wider CoMHWA administration team.

#### **B. QUALITY IMPROVEMENT**

- Participate in ongoing evaluation and quality improvement activities in CoMHWA.
- Participate in professional and performance development programs as required.

#### **C. GENERAL**

- Conduct all activities in compliance with relevant legislation including Equal Employment Opportunity, Occupational Health and Safety, Carers Act and all policies, procedures and guidelines as determined by CoMHWA from time to time.
- Perform other duties as required.

#### **Reporting Relationships:**

This role reports directly to the Learning Development Manager who is supported by program oversight from the Executive Managers.

### **SELECTION CRITERIA**

#### **ESSENTIAL MINIMUM REQUIREMENTS**

- Demonstrated high level interpersonal and communication skills, including active listening skills.
- Demonstrated planning and organisational skills, including experience in establishing priorities.
- High level general computer skills (Outlook, Word, Teams, some Excel) and data entry skills.
- Ability to work autonomously, use initiative, and work as part of a team to accomplish shared goals.
- It is a genuine occupational qualification of this position to have a lived experience of mental health/social and emotional wellbeing issues and recovery in accordance with section 66(s)(c) of the Equal Opportunity Act 1984. All employees at CoMHWA meet this requirement.

#### **DESIRABLE REQUIREMENTS**

- Experience in a training/education environment.
- Experience in a Registered Training Organisation (RTO) using an LMS (Learning Management System).
- Experience creating procedures for administrative tasks.

Research shows that candidates from underrepresented groups (Aboriginal, Torres Strait and Pacific Islander peoples, people of colour, women, non-binary and gender diverse people, LGBTQIA+ communities, and people with disability) often do not apply for roles if they do not meet all the criteria – unlike majority candidates meeting significantly fewer requirements. We strongly encourage you to apply if you are interested, we would love to know how you can contribute to our team with your unique experiences.

#### **APPOINTMENT FACTORS / PREREQUISITES:**

- Current Western Australian Drivers Licence;
- National Police Certificate;
- Working with Children Check;

### **POSITION TYPE / REMUNERATION**

**POSITION TYPE AND TERM**

Position type: Part-time

Position term: Fixed term to June 2027 (in line with current funding end date, possibility of extension)

FTE for this position: 0.6FTE 22.5 hours per week (3 days a week; will consider 21 hours over 4 days)

Hours per fortnight: 45

**REMUNERATION**

Salary: Level 4.1-4.3 SACS award

Superannuation As per legislative requirements

- \* Salary packaging / sacrifice is available on approval from the Chief Executive Officer. CoMHWa is classified as a Health Promotion Charity by the Australian Taxation Office. Fringe Benefits Tax exempt salary sacrifice is available on approval from the Executive Director to a maximum of \$30,000 grossed up per annum.

Please refer to the Australian Taxation Office website <http://www.ato.gov.au/nonprofit> and follow the links for further information.