



## Position Description

<b>Position Title</b>	<b>Administrative Officer</b>
<b>Reports To</b>	Executive Officer
<b>Position Summary</b>	The Administrative Officer is responsible for providing a range of confidential and specialised administrative functions within the Association's office in an accurate and timely manner.
<b>Award</b>	<u>Modern Award:</u> Educational Services (Post-Secondary Education) Award 2010 General Staff Level 3
<b>Note</b>	This job description is meant to show the main features of the job and is not intended to exclude other duties which are related to the work which may arise from time to time and be expected of this employee.
<b>Approved by</b>	<hr/> Executive Officer
<b>Date</b>	____/____/____ Revised: January 2018

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<p><b>The Role</b></p>	<p><b>The overall aim of this position</b> will be to undertake a range of administrative functions that support the operations of The Ethnic Schools Association of South Australia; ensuring the highest level of accuracy and confidentiality is maintained.</p>
<p><b>Reporting /Working Relationships</b></p>	<p><b>Direct reporting</b></p> <ul style="list-style-type: none"> <li>• The position reports directly to the Executive Officer</li> </ul> <p><b>Internal</b> Works in a collaborative manner with:</p> <ul style="list-style-type: none"> <li>• ESASA staff and volunteers</li> <li>• ESASA Committees and appointed Working Groups</li> <li>• Ethnic Schools Authorities</li> <li>• Ethnic Schools Personnel</li> </ul> <p><b>External</b> Works in a collaborative manner with:</p> <ul style="list-style-type: none"> <li>• ESASA stakeholders including (importantly) the SA Government DECD External Relations Directorate</li> <li>• Australian Federation of Ethnic Schools Associations</li> <li>• Other groups of which ESASA retain membership or close liaison</li> <li>• Community organisations</li> <li>• General public</li> </ul>
<p><b>Special Conditions</b></p>	<p>The position is full time (38 hours per week). A mandatory 30 minute unpaid lunch break is applicable. The spread of normal hours will be flexible in line with the ongoing demands of the role, but as a minimum the incumbent will normally be required to cover the opening hours of the Association (Monday to Friday 9:00am-4:30pm).</p> <p>To ensure the success of the role it is envisaged that the incumbent will on occasion work flexible hours. From time to time the incumbent may be required to work after weekday business hours and/or occasional weekend work; while intra-state and interstate travel may be required but would be infrequent.</p> <p>It is expected that the incumbent will have the capacity to manage the demands of the role within the normal hours of work. However should additional hours/overtime be required, it will need to be authorised by the line manager prior to being worked.</p> <p>Any such additional/overtime hours will be remunerated via time off in lieu provisions contained within the Award.</p> <p>Approval can be sought for irregular time off by altering the ordinary hours worked on occasion.</p> <p>A current driver's licence and motor vehicle (insured and roadworthy) is essential to the role. Failure to hold a current driver's licence or retain a motor vehicle (insured and roadworthy) may render the incumbent unable to fulfil the duties of the role and lead to termination of employment.</p>

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	<p>Should the incumbent utilise their own vehicle for undertaking business-related tasks, travel allowance will be payable.</p> <p>The incumbent must hold a valid DCSI Child-Related Employment screening clearance and may be required to undertake Child Safe Environments training workshops at the employer's expense.</p> <p>Undertake professional development as required or directed by ESASA.</p> <p>A probationary period of up to six months may be applicable to this role.</p>
<p><b>Principal Duties</b></p>	<p>Administration specific–</p> <ul style="list-style-type: none"> <li>• Contribute to the accurate maintenance and development of databases and records as required ensuring the integrity and reliability of data maintained; and ensuring adherence to strict confidentiality requirements in regard to the information maintained</li> <li>• Provide reception/switchboard duties and respond to enquiries as appropriate and consistent with the acquired knowledge of the ESASA's operations and services</li> <li>• Use word processing skills to create, format, edit, correct, print and save text documents and correspondence; ensuring a high level of quality of presentation</li> <li>• Use desktop publishing skills to create, format, edit, correct, print and save flyers, newsletter articles, and other marketing type documents</li> <li>• Administer bookings for workshops; advise acceptances and prepare lists of attendees and certificates</li> <li>• Undertake a range of general and administrative functions including but not limited to:             <ul style="list-style-type: none"> <li>• Filing and archiving (online and physical)</li> <li>• Photocopying</li> <li>• Petty Cash</li> <li>• Collating, enveloping and mailing</li> <li>• Maintain office supplies including stationery, photocopying and catering supplies</li> <li>• Preparations for meetings, training workshops and courses including catering preparation and clean up</li> <li>• General office tidiness</li> <li>• Provide “hands-on” support for events and attend events (as required)</li> </ul> </li> </ul> <p>General –</p> <ul style="list-style-type: none"> <li>• Contribute to the development and implementation of ESASA policies and procedures</li> <li>• Comply with Association policies and procedures including all personnel related policies and procedures and Child Safe responsibilities</li> <li>• Maintain a database of contacts to assist in the delivery of the role and the organisation</li> <li>• Ensure compliance with the Association's accounting procedures and requirements including accurate recording of transactions as required</li> </ul>

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	<ul style="list-style-type: none"> <li>• Observe the principles of effective human resource management/practices</li> <li>• Ensure compliance with the principles of Work Health Safety and contribute to a safe and healthy working environment</li> <li>• Undertake other duties as directed from time-to-time</li> </ul>
<p><b>Person Specifications</b></p>	<p><b><u>Essential Minimum Characteristics</u></b></p> <p><i>Educational/Vocational Qualifications:</i></p> <ul style="list-style-type: none"> <li>• Completion of a Certificate III in office administration with subsequent demonstrated extensive work experience relevant to this role; <u>or</u> an equivalent combination of relevant experience and/or education/training.</li> </ul> <p><i>Personal Abilities/Aptitudes/Skills:</i></p> <ul style="list-style-type: none"> <li>• Ability to work unsupervised; ability to prioritise and meet deadlines; and be responsible and accountable for their own work performed within established guidelines</li> <li>• Ability to maintain a high level of accuracy across various functions including data entry and document proofing</li> <li>• Effective demonstrated written (English) and spoken (English) interpersonal skills</li> <li>• A strong work ethic with a demonstrated preparedness to work to achieve the goals of ESASA</li> <li>• Ability to work with others within a team approach; including sharing learned skills, knowledge and methods with work colleagues to support development and improvement, particularly in relation to the development of ICT procedures</li> <li>• Ability to supervise the work of other staff or volunteers</li> <li>• Highly effective organisational capacity and self-driven</li> <li>• Customer focussed</li> <li>• High integrity and an ability to maintain strict confidentiality</li> </ul> <p><i>Experience:</i></p> <ul style="list-style-type: none"> <li>• High level of proficiency in computer software packages including word processing, spreadsheets, databases, accounting, email and the internet</li> <li>• A high level of expertise in desk top publishing including the ability to design output for newsletters, mail outs and websites</li> <li>• Experience in receiving and receipting cash and non-cash forms of payment</li> <li>• Accurate maintenance of related membership database records</li> <li>• Highly organised utilising appropriate filing systems</li> </ul> <p><i>Knowledge:</i></p> <p><i>Generic -</i></p> <ul style="list-style-type: none"> <li>• Knowledge of administrative practices and procedures relevant to the government sector</li> <li>• Understanding of and an affinity for special needs groups, in particular, people from diverse cultural backgrounds</li> </ul>

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	<p><i>Technical -</i></p> <ul style="list-style-type: none"> <li>• Experience in maintaining records and filing systems both through electronic and non-electronic means</li> <li>• General understanding of accounting principles and practices</li> </ul> <p><b><u>Desirable Characteristics</u></b></p> <p><i>Educational/Vocational Qualifications:</i></p> <ul style="list-style-type: none"> <li>• Completion of a Certificate IV in office administration with substantial work experience; and/or demonstrated extensive senior work experience relevant to this role</li> <li>• Experience with cloud based membership databases</li> <li>• Experience with the cloud based Xero financial accounting software system</li> <li>• Experience with cloud based e-newsletter and survey programs</li> </ul> <p><i>Knowledge:</i></p> <p><i>Generic -</i></p> <ul style="list-style-type: none"> <li>• A general understanding of the ethnic school sector as it exists in South Australia</li> <li>• A general understanding of the various multicultural groups that exist in South Australia</li> </ul>
<p><b>Performance targets</b></p>	<p>The incumbent may be required to achieve performance targets that are negotiated and mutually agreed with their line manager.</p>
<p><b>Location</b></p>	<p>The position is located at The Ethnic Schools Education Centre, 255 Torrens Road, West Croydon, SA.</p>