

**Position Vacant: Administration Officer**

<b>Position Title:</b>	Administration Officer
<b>Award:</b>	SCHADS AWARD
<b>Rate of Pay/Grading:</b>	Category 4 (scale range \$44.20 - \$46.45 per hour)
<b>Status:</b>	Permanent part time
<b>Hours:</b>	21 hours per week
<b>Date Reviewed:</b>	December 2024
<b>Accountable to:</b>	CEO

**1. Women's Health NSW**

Women's Health NSW (WHNSW) is the peak body representing the 22 NGO Women's Health Centres (WHCs) in NSW. WHNSW is proactive on priority issues relevant to women's health, advocating for trauma informed models of care and improved health outcomes, policy, practice and legislation so that all women and girls can reach their potential within a gender and culturally safe, healthy environment.

**2. Overview of Position**

This position is designed to maintain the administration systems and functions of WHNSW. The day-to-day functions will include:

- 2.1 Managing Criminal Record Check System on behalf of the WHC Sector
- 2.2 Maintaining accreditation information system for monitoring policy and procedures
- 2.3 Maintaining administration Information Systems (inventories, passwords, equipment)
- 2.4 Answering phone, performing general office duties and mail collection
- 2.5 Basic Web Management Upload/download
- 2.6 Events Management (e.g. sector training forums)
- 2.7 Basic management of office procurement
- 2.8 Basic management of property and equipment maintenance (fire inspections etc)
- 2.9 Develop and distribute computer generated documents, graphs, flyers including collation/layout of statewide data
- 2.10 Managing relevant administrative projects negotiated with Manager, Sector Capacity & Communications (MSCC)
- 2.11 Working to assist the CEO (annual report data, KPI Report data, information collation etc)
- 2.12 Working to assist the MSCC with sector-based programs administration
- 2.13 Occasionally, listening to and referring women, who may be in distress, to relevant services.

### **3. Accountability, Staff Development and Participation**

- 3.1 Attending/participating in conferences and external meetings as required
- 3.2 Attending after hour functions from time to time as required
- 3.3 Attending work plan development and supervision meetings with CEO
- 3.4 Participating in staff development training programs as developed in the work plan process
- 3.5 Participating in staff meetings and other internal workplace meetings as required
- 3.6 Complying with the policies and procedures of WHNSW, funding guidelines of NSW Health and, any statutory and or legal requirements pertaining to employment
- 3.7 Abiding by regulations of the Workers Health & Safety (WHS) Act and WHNSW WHS policy and procedure manual.

### **4. Selection criteria**

#### **4.1 Essential Requirements**

- I. Highly developed written and communication skills
- II. Prior high level administration experience
- III. Intermediate to advanced skills in Microsoft Office 365 Suite of Products
- IV. Strong attention to detail and ability to multitask
- V. Experience with Microsoft Access or similar database platform management
- VI. Demonstrated interpersonal skills and the ability to work in a team
- VII. Demonstrated understanding of feminist principles and an understanding of women's issues.

#### **4.2 Desirable**

- I. Experience working in community or not-for-profit organisations
- II. Experience working in the Women's Health Sector
- III. Experience in Event Management
- IV. Experience in Web Management.

Women's Health NSW considers that being a woman is a genuine occupational qualification for the position under s.31 of the Anti-Discrimination Act 1977 (NSW).

A criminal record check is a requirement upon employment.

Send applications by email to: [admin@whnsw.asn.au](mailto:admin@whnsw.asn.au)

Include your resume, reply to the selection criteria and please provide two referees.

Application closing date: Monday, 20 January 2025 .