

St Bart's

POSITION DESCRIPTION

Position Title	Administration Assistant	Position Number	
Service Area	Executive		
Remuneration	Level 2	Position FTE	1.0 FTE (38 hours per week)
Reporting to	Chief Operating Officer		
Supervision of	No direct supervisory responsibilities		

Updated July 2024

Our Vision, Mission and Values

Our Vision

A community where everyone has a safe and secure place to call home.

Our Mission

To provide opportunities, pathways and care to vulnerable people who find themselves without a home.

Our Values

St Bart's aims to foster a culture that embraces our values and which reflects what we believe will deliver the best outcomes for our clients and services delivered.

The St Bart's Values form the basis of all employee behaviour. All employees of St Bart's are expected to demonstrate the Values when carrying out the duties of this position.

Empowerment	We create a community where everyone believes they have the ability to make a difference.
Innovation	We foster an environment where creativity thrives.
Commitment	We have the courage and determination to make it happen.
Collaboration	We work together to achieve shared goals.
Social Justice	We believe everyone has a right to equitable treatment, dignity and compassion.

Position Overview

The Administration Assistant provides administration support to the Chief Operating Officer.

Key Responsibilities

- Manage diary appointments and schedule meetings where required for the Chief Operating Officer and Executive team.
- Screen and direct emails, phone calls and enquiries, highlighting urgent matters and actioning tasks as required.

**We're by
your side.**



St Bart's

- Format correspondence and reports as required, including drafting of basic replies, and proof-reading reports.
- Assist with scheduling meetings including agenda preparation, meeting papers, taking minutes and actions, and distributing in a timely manner.
- Assist with event coordination, including set up, booking venues and catering.
- Arrange accommodation and travel requirements.
- Update and maintain databases.
- Provide reception cover during lunch breaks, periods of leave and as required.
- Facilitate the donated goods process.

Additional Objectives for all St Bart's employees

- Ensure personal health and safety at work and that of others complying with all Occupational Health and Safety requirements and as directed by St Barts.
- Participate in the St Barts Immunisation Program in line with specific position requirements, including any applicable pre-employment and/or ongoing immunisation as determined by St Barts.
- Understand, comply with, and adhere to the St Barts Code of Conduct, all other policies, procedures and work practices, and complete all necessary OneVault requirements within set timeframes.
- Participate in, and contribute to, all St Barts Quality Improvement and Risk Management programs, to encourage and promote organisational performance and deliver better consumer outcomes.
- Participate in and provide support in all accreditation, compliance and national standards activities as required.
- Participate in essential and/or mandatory training annually as required and directed.
- Have collaborative working relationships with the team and internal customers, and actively contribute to all team meetings and effectiveness of the team function.
- Perform other duties as directed.

Selection Criteria

Education

Tertiary qualification in Business Administration or similar	Desirable
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Experience

Previous experience in an administration role	Essential
Experience coordinating functions, events and stakeholder engagement activities	Essential
Experience in reception/customer service	Essential

Knowledge, Skills and Abilities

Ability to maintain appropriate professional boundaries while liaising with all	Essential
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stakeholders and consumers, in a non-judgmental way	
Ability to take initiative and work under limited supervision, with good time management and organisation skills	Essential
Basic understanding of reporting, corporate governance and compliance	Essential
Good interpersonal and communication skills	Essential
High level of accuracy and attention to detail	Essential
Proficient in the use of MS Office software suite	Essential
Understanding of, and sensitivity to, issues affecting socially disadvantaged groups including those at risk of homelessness	Essential
Other	
A current satisfactory National Police Clearance obtained within the last three months	Essential

Declaration

I accept the responsibilities as outlined in this position description, and understand that these may be updated from time to time in accordance with operational and organisational requirements. I commit to role modelling St Bart's values and commit to the Code of Conduct while undertaking my duties.

Name

Signature

Date
