

SOMERVILLE JOB DESCRIPTION

Title: **ADMINISTRATION OFFICER**

Responsible to: Manager – HR, IT and Administrative Services

Accountable to: Manager – HR, IT and Administrative Services

Service: To provide a comprehensive range of administrative and office support duties and maintenance of a professional office environment to a high standard.

Selection Criteria:

Essential Requirements

1. Commitment, through appropriate service delivery models, to impact positively on the dignity and quality of life of people who are affected by social and economic disadvantage.
2. Sound communication skills – verbal and written
3. Ability to work effectively in a team environment
4. Effective organisational and time management skills
5. Commitment to cross cultural awareness
6. High level of professionalism including the confidential management of all organisational, client and employee information
7. Commitment to work to Organisation policies and procedures
8. Comply with Somerville's Code of Conduct and Child Wellbeing Code of Conduct
9. Implement Occupational Health Safety practices
10. Commitment to continuous organisational and professional development

Qualifications/Experience

1. Proficiency in the use of Microsoft Office products with accurate word processing and data entry skills
2. Sound knowledge of administrative systems and procedures and proficiency with office technology
3. Highly developed written communications skills with the ability to maintain strong attention to detail
4. Effective verbal communication and interpersonal skills, with the ability to liaise with people at all levels in an informative, accurate and positive manner
5. Ability to prioritise, organise and complete work within established deadlines, and to maintain a consistent level of professionalism
6. An ability to work effectively within a busy team environment and to work unsupervised
7. A proactive approach to resolving queries and problems
8. A can-do attitude, flexible and mature approach to work tasks, and a willingness to learn

Additional Requirements

1. Criminal History Check
2. Working with Children Clearance
3. Current Drivers Licence
4. Vaccinations – Influenza, Hepatitis A, Hepatitis B

Duties and Responsibilities:

1. Provide general administrative support to all programs.
2. Undertake general administrative duties including but not limited to:

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- 2.1. General word processing and data entry
- 2.2. Filing, copying, scanning, binding and faxing
- 2.3. Collation and distribution of minutes, reports and other documents
- 2.4. Maintain incoming and outgoing mail and general emails as required
3. Operate a telephone switchboard in a professional and efficient manner and direct callers to appropriate person.
4. Provide reception and courier duties.
5. Administer the petty cash system and ensure appropriate record keeping.
6. Undertake and assist in the recording and processing of money received as required.
7. Organise catering requirements for events and activities including morning or afternoon teas, lunches, etc.
8. Maintain offices neat and tidy that promotes a professional and inviting environment.
9. Assist/relieve other administrative staff as requested.
10. In the circumstance of a flood or cyclone, assume responsibilities as per procedures.
11. Comply with health and safety policies and procedures and to report hazards to their supervisors to ensure their own health and safety and the health and safety of others in our workplace, including our clients and visitors.
12. Any other duties are requested.

INFORMATION FOR APPLICANTS



A MESSAGE FROM THE CHIEF EXECUTIVE OFFICER

Thank you for considering a position with Somerville Community Services (Somerville). Somerville is a dynamic organisation providing a range of services to people in the Top End of the Northern Territory through its three service arms of Disability Services, Family Services and Financial Services. We pride ourselves on the diversity and dedication of our workforce and our strong commitment to the principles of social inclusion for all people. The Somerville HR team look forward to receiving your application if the job description and our organisational values fit with your personal values, aspirations and skills / areas of expertise.

Vicki O'Halloran AM FAICD JP

SOMERVILLE'S EMPLOYMENT CONDITIONS:

Somerville offers employment conditions that meet, and in many areas exceed, the requirements of Fair Work Australia. For more information on minimum employment requirements under Fair Work Australia go to www.fairwork.gov.au

SOMERVILLE'S INDUCTION PROCESS:

Successful applicants will be provided with a copy of the Somerville Staff and Volunteers Handbook which provides comprehensive information on Somerville's induction processes and the requirements under the organisation's policies, including the Somerville Code of Conduct. Your induction will include support from your immediate manager to understand the policies and procedures that relate to both the organisation and your specific area of employment.

SOMERVILLE - A FAMILY FRIENDLY WORKPLACE:

Somerville has been the recipient of several awards for its initiatives in ensuring a family friendly work environment for all employees and the organisation proudly supports gender equity across all of our operations.

HEALTH AND WELLBEING AT SOMERVILLE:

Somerville has a smoke free policy and is committed to providing a safe and healthy work environment for its employees. Somerville also offers opportunities for its employees to engage in health promotion activities and social activities are a regular feature of our annual calendar. The Somerville staff incentive program contributes to our high staff retention rate and ensures that the dedication of employees is recognised and celebrated.



'I really enjoy working for Somerville. They are very considerate about family matters and really conscious of employees' health and wellbeing'.

Vince Yuen,
Maintenance Assistant – Assets,
Infrastructure and Maintenance.



'I have worked for Somerville for 20 years. I am very supported by the management team in the work that I do. Somerville does it right!'

Lee-Anne Stubbs,
Disability Services Coordinator,
Katherine.



'I have been working at Somerville for just over two years in a positive team environment. I appreciate that Somerville has given me the opportunity to grow and develop my career'.

Jessica Anglesey,
Family Support Worker, Family
Services.

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Our aim in preparing this Employment Application Information Sheet is to provide you with as much information as possible to assist you to decide whether or not to proceed with your application.

For more information, please contact Somerville Administration on 8920 4100 or visit our website at www.somerville.org.au.

REMUNERATION

- Salary as negotiated
- Hours – 38 hours per week, 8am – 4:36 pm Monday to Friday
- Annual Leave – 4 weeks
- Personal/Carer's Leave – 2 weeks
- Superannuation – 9.5% of ordinary earnings
- Salary Packaging is available to permanent employees
- Overtime is not generally required. If approved extra time is worked, Time in Lieu will be granted in accordance with Somerville's procedures

PROBATIONARY PERIOD: Continuing employment is subject to a 3 month probationary period from commencement date.

CRIMINAL HISTORY CHECK (CHC): Current CHC is required.

WORKING WITH CHILDREN CLEARANCE (WWCC): Current WWCC is required.

CHILD SAFETY AND WELLBEING

Somerville is committed to providing a safe environment, for children and young people, free from exploitation and abuse of all kinds. To ensure this we require all applicants to undergo extensive screening prior to appointment.

HEALTH & WELLBEING: Somerville has a smoke free policy and is committed to providing a safe and healthy work environment.

FAMILY FRIENDLY:

Somerville aims to foster good working relationships amongst employees and between employees and employers. Somerville recognises that all employees are part of a family and that from time to time, it may be difficult for employees to maintain a balance between work and family life. Wherever possible, a flexible approach will be taken in order to assist any employee who is experiencing difficulties balancing work and family responsibilities, taking into consideration that such an arrangement does not have a detrimental effect on the Organisation's operations.

Equal Opportunity for Women in the Workplace Organisation (EOWA) named Somerville as one of the "Employer of Choice for Women" from 2001 to 2006.

Somerville was a finalist for the Australian Chamber of Commerce and Industry (ACCI) National Work and Family Awards 2001 and 2002 and won the NT State Award in 2004. The Awards are held annually and recognise organisations taking initiatives in providing a more family friendly work environment for their employees.

Somerville has been recognised as a Winner of The Australian Business Awards for Employer of Choice in 2016. This national awards program provides an opportunity for organisations across all sectors and industries to be recognised for well-managed, high-performing industry leading initiatives. Entries were assessed utilising the World Business Awards Framework (WBA Framework). It enables the participating organisations to be benchmarked against world class performance standards.

WORKPLACE DIVERSITY:

Somerville aims to foster a supportive, inclusive and harmonious work environment that respects all employees, volunteers and students, acknowledges their diverse strengths, unique contributions as well as the values from their own cultures that they bring to the workplace.

Somerville was a joint winner of the NT Human Rights Fitzgerald Diversity Award 2015. Somerville's Workplace Diversity Group was recognised for their work in celebrating diversity through their Somerthis Somerthat Diversity Cookbook, International/Diversity/Harmony Day celebrations, diversity training module and a song written especially for Somerville.

SOCIAL ACTIVITIES AND STAFF INCENTIVES:

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Social activities are conducted throughout the year where staff and management can exchange information and share ideas. These include golf days, bowling days, Christmas parties, etc.

Staff incentives have been encouraged to reduce pressure on workloads and communicate an appreciation of the dedication of staff.