

## Administrative Officer Position Description

<b>Position Title:</b>	Administrative Officer
<b>Reports To:</b>	Depends on team: Zone-based Administration Officer reports to Zonal Manager Finance Officer reports to Finance Manager For Quality & Systems Admin positions, line management varies
<b>Location:</b>	Depends on team: Zone based Administration Officer (one per office) Finance Officers based at Beenleigh Quality & Systems Administration Officers based at Springwood
<b>Hours:</b>	Generally 9am – 5pm Monday to Friday
<b>Salary Range:</b>	Trainee Level \$26,623 Full-time positions range from: \$36,393 to \$41,556 per annum  The higher the rate of pay, the higher level duties & required qualifications/experience  Casual position: \$22.11 to \$26.94 per hour

## Overview

Safe Places is a housing and support service for children unable to be placed in foster families or group residential due to behaviours / needs. Referrals received through the Department of Child Safety only. The children are between the ages of 10 to 17 years needing a period of one on one care in a house by themselves and intensive day to day and transition support.

## Vision

Safe Places is a young organisation with a fresh approach for responding to the needs of children in care with extreme support needs. The Vision Statement is

*Providing effective, professional care and transition support for children in care when standard models are unsuitable or unavailable*

## Values

The Safe Places team is guided by common core values. These values are embraced at all levels of the company and we seek to encourage each other to consistently demonstrate these values. They are:

- Professional

- Supportive
- Responsive
- Passionate
- United

## Position Statement

The administration officer is responsible for creating an office environment which is **Professional**. A large part of the role is to **support** senior staff within the organisation by performing administrative tasks.

## Areas of Responsibility

### Administrative & Office Duties

- Welcome visitors to the office
- Answer telephones
- Maintain an inventory of office supplies (stationery, tea & coffee)
- Maintaining a high standard of cleanliness in the office (vacuuming, cleaning fridge, coffee machine etc)
- Collecting, scanning and distributing mail
- Scanning, printing, binding, photocopying, faxing
- Purchasing & preparing morning teas, lunches, drinks (team meetings, training days)
- Assisting with Safe Places Training Days
- Take and distribute minutes for meetings
- Taking minutes at staff and case meetings /uploading to portal
- Assist with set up of new Safe Places residential properties

### Other Duties

- Other tasks as delegated by the Zonal Manager

### Work within Safe Places Vision and Values

- Have input into the continual improvement of the service (be part of the solutions)
- Work within organisational policies, procedures and values
- Be innovative
- Manage resources efficiently and using tools provided

## Working Environment

- Comfortable, friendly office environment
- Air conditioned

## Essential General Requirements

- Willing for Criminal History Check to be completed
- Working with Children Card or willing to apply
- Current Queensland Drivers License with correct address
- Excellent confidence with computers and online systems

### **Essential Experience**

- Minimum 12 months administrative or office experience (minimum months basic office experience for Trainees)
- Basic book keeping with MYOB accounting package or similar package (N/A for Quality and Systems)
- Confident with Microsoft Office Suite & Internet Explorer
- Skills in Microsoft Office
- Scanning
- Quality & Systems Administration required to use own vehicle occasionally to pick up office supplies

### **Essential Skills and Attributes**

- Written and verbal communication skills
- Ability to work autonomously and as part of a team
- Openness to feedback
- Initiative

### **Application Process**

Apply at [www.safeplaces.com.au](http://www.safeplaces.com.au) on the Employment Tab

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