

JOB DESCRIPTION: ADMINISTRATIVE OFFICER

Position Title:	Administrative Officer
Responsible to:	Executive Officer
Accountable to:	Management Committee
Hours:	28 hours per week
Salary & Conditions:	Clerical & Administrative Employees (State) Award (NAPSA)

The Administrative Officer is required to act as positive role model for clients and to demonstrate a “best practice” approach in all communications and activities.

Accountability: The position is centre based and is directly responsible to the Executive Officer (E.O) and, is required to attend and participate in all staff meetings, staff supervision and staff development opportunities as required.

Lines of Communication: All communication will be primarily with the E.O. Liaison and communication with co-workers will be through verbal and written methods, i.e. phone, email & other relevant systems.

Position Specifications: Demonstrated experience in developing & maintaining administrative systems and information technology. Demonstrated ability to prioritise work and meet deadlines; Understanding of and capacity to comply with EEO, OHS, ethical practice and Access & Equity.

Position Goals:

1. Provide administrative services and support to the E.O and ensure systems and records are current, accurate and comply with funding providers & Department of Fair Trading legal requirements.
2. Demonstrate professional behaviour to clients, staff, management, and staff in other service systems.
3. Adhere to KCS' Policies & Procedures at all times.

A. Resourcing Management Committee

1. Resource KCS Management Committee & its sub committees (as requested) through photocopying and distribution of minutes, agendas, reports etc.
2. Collect program managers/coordinators reports in a timely manner on a monthly basis.
3. Organise refreshments for monthly meeting.
4. Ensure meeting room is set up for monthly meetings before meeting time.

5. Assist in the preparation of and attendance at the Annual General Meeting as directed by KCS E.O.

B. Administrative & Clerical Tasks & Responsibilities

1. Maintain filing system and archives.
2. Develop and maintain appropriate data bases for mailouts (membership & service providers).
3. Identify stationery needs and order office supplies as required.
4. Maintain office equipment and furniture. Organise repairs to office equipment as required.
5. Maintain computer equipment (i.e. file backup, Anti-virus updates, maintenance of hardware/software logs), and liaise with IT contractors.
6. Maintain KCS property and organise maintenance in consultation with the E.O.
7. Maintain KCS key register.
8. Purchase of staff amenities and other related items.
9. Maintain notice boards with up to date and relevant information.
10. Ensure personnel files are current and confidentiality is maintained.
11. Assist in the maintenance of KCS' resources and publications.
12. Assets Register: maintain a register of all capital assets purchased on behalf of all programs including cost, date of purchase and equipment type and location.
13. Develop and maintain an Insurance register.

C. KCS Media

1. Maintain KCS Website – Upload photos, forms and information as directed by KCS Coordinators, Managers and E.O. Ensure information on the website is updated and relevant at all times.
2. In consultation with staff, prepare and publish KCS Staff newsletter on a monthly basis.
3. In consultation with staff, prepare and publish KCS Program Newsletter on a quarterly basis.
4. Create, review and update organisational brochures as required by program coordinators, managers and E.O

D. KCS Motor Vehicles

1. Maintain KCS fleet of vehicles including booking services and registering booking requests.
2. Maintain fleet records and ensure timely payment of registration and insurances.
3. Complete incident reports and liaise with KCS Insurance broker as necessary.

E. Occupational Health and Safety

1. Be responsible as a member of the whole team for participating in risk assessment and OHS activities.
2. Actively promote safety and safe work practices to all children, their families, staff, visitors and Management.
3. Complete site assessment and fire drill (Joffre St) on a 6 monthly basis.

F. Other Key responsibilities

1. Maintain confidentiality of information & privacy of records.
2. Attend relevant seminars, training & conferences as directed by the E.O.

3. Attend staff supervision and team meetings (as required).
4. Attend and participate in all reviews and planning sessions for KCS and its projects as appropriate.
5. Represent the service in professional manner.
6. Conduct other duties as directed by the E.O in line with this job description.

Endorsed by Management Committee on May 2008
Review Date: May 2010