

POSITION DESCRIPTION	
Position Title:	Business Administration Officer
Classification:	WHGNE Level 2 or Level 3 depending on experience
Term of Contract:	Until 30 th June 2023
Hours of Work:	7.6 hours per week (0.2 EFT)
Location:	Women's Health Goulburn North East (WHGNE), Wangaratta
Reports to:	CEO
Direct Reports:	This position has no direct reports.
Authorisation:	Expenditure within agreed program budget limits
External Relationships:	Relationships include WHGNE staff, external contractors and stakeholders
Employment Conditions:	<ul style="list-style-type: none"> ▪ Salary and conditions are as per the WHGNE Employee Collective Agreement. ▪ The position is subject to six-month probationary period, with annual appraisal and salary increments in line with classification level and year. ▪ Motor vehicles are available for work related duties. ▪ Salary packaging available. ▪ A fortnightly flexi time can be worked within ordinary hours
Date Approved:	December 2021

ORGANISATIONAL CONTEXT

Women's Health Goulburn North East (WHGNE) is a proudly feminist organisation, supporting the creation of equal, just and resilient communities that lead change towards women's empowerment, women's health, the prevention of violence against women and ultimately, gender equality, in rural and regional Victoria.

Our work addresses the harms of binary gender norms and practices to achieve long-term gender equality. We apply a gendered lens to the factors and environments that shape women's health and wellbeing in rural and regional Victoria. Our expertise is in gender equity, which encompasses strategic priorities of women's economic equity, gender justice and climate change, the prevention of violence against women, sexual and reproductive health rights, and women's mental health and wellbeing.

Our experienced staff are local leaders in the field of gender equity and shared learning. We make our expertise accessible to our communities through highly regarded research, resources and toolkits. We are alert to the political environment, and work to uphold and advance women's rights by influencing policy and planning. We work alongside women to listen to and amplify experiences of health to raise awareness, change attitudes, and influence system response.

We also work with community groups, organisations and workplaces to develop and deliver information and practical tools, consultations, coaching, tailored training, workshops and facilitated conversations.

WHGNE has a flexible working policy and as such, employees may elect to work from home, or from another convenient location. **However**, the designated place of work is the WHGNE office in Wangaratta and staff are expected to be able to attend the office in person as required.

POSITION OBJECTIVE & OVERVIEW

The Business Administration Officer reports to the CEO and is responsible for providing administrative support to the team. This role can be delivered over several days of the week, and can be undertaken remotely. The role requires flexibility regarding time within the 7.6 hours per week of employment.

ESSENTIAL JOB FUNCTIONS

1. Administrative Duties

- Contribute to management of workflow through administration and front of house.
 - Answering main reception phone
 - Managing organisational email account
 - Liaising with Finance Manager (external) regarding payment of accounts & invoicing
 - Managing the maintenance of the vehicle fleet (currently 3 cars)
 - Liaising with our landlord to ensure our shared physical working environment is operating effectively
 - General logistics and operational support to ensure the smooth operations of the organisation
- Provide technical and administrative support for the team when delivering online and in-person training/conferences
- Provide technical administration for our Learning Management System (in development)

2. Information Technology & Communication Systems

Work with the Management Team to:

- Support the continuous improvement of the organisation's Information Technology System.
- Liaise with our IT provider to ensure the smooth functioning of our Information Technology System
- Support the exploration, development and maintenance of business systems and processes that build organisational capacity.

3. Other Functions and Responsibilities

All WHGNE staff are responsible for undertaking the following tasks/functions:

- Participate in self-directed work teams, with involvement in strategic priorities planning and implementation.
- Participate in additional organisational activities where appropriate (i.e. AGM, International Women's Day).
- Actively promote Women's Health Goulburn North East as an organisation and the values we represent, and advocate for advancing the health and wellbeing of women in the Hume region
- Keep abreast of current and emerging issues for women and those who work with women and identify project opportunities.
- Keep abreast of current and emerging funding opportunities, and contribute to WHGNE funding submissions where required
- Participate in the annual performance review process, including setting of performance measures, professional development plans, and participation in performance appraisal feedback system.
- Collect activities data within agreed frameworks to inform funding agreements and planning processes.

- Develop, review, implement and adhere to WHGNE policy and procedures, including compliance with legal and OH&S requirements.
- Actively participate in quality improvement and accreditation processes.
- Contribute to the culture of cooperation, collaboration and shared accountability with other staff and Board members.

SELECTION CRITERIA

1. Demonstrate a commitment to the Vision and Values of Women's Health Goulburn North East
2. Relevant certificate/diploma or undergraduate degree in Business, and/or an accumulation of job experience that will support this role.
3. Understanding of community sector, including not-for-profit organisations.
4. Capacity to demonstrate flexibility in responding to changing short and long-term needs.
5. Attention to detail and an ability to see how those details support the work of the organisation
6. Proven ability to manage competing priorities and to work within deadlines.
7. Demonstrated capacity to use initiative and work under regular supervision, independently as well as part of a team, including staff committees and project groups.
8. Well-developed verbal and written communication skills including computer literacy.
9. Ability to undertake work-related travel if required

ADDITIONAL INFORMATION

- As part of the WHGNE'S Recruitment and Selection and related policies, a satisfactory Police Record Check and Working with Children Check is required for this position.
- WHGNE is a COVID-safe employer and as such, we follow all mandated health orders.