

ROLE DESCRIPTION

Role Title:	Administrative Assistant
Role reports to:	Human Resource & Finance Coordinator
Role Created/ Reviewed Date:	July 2024
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)

ORGANISATION

Overview

Emerging Minds is dedicated to advancing the mental health and emotional wellbeing of infants, children, adolescents and their families in Australia. Emerging Minds develops mental health policy, services, interventions, training, programs and resources in response to the needs of professionals, children and their families. Emerging Minds partners with family members and national and international organisations to implement evidence based practice into the Australian context. Emerging Minds strives to build and nurture a culture where inclusiveness is a reflex, not an initiative. Different ideas, perspectives and backgrounds create a stronger and more creative work environment.

Emerging Minds leads the delivery of The National Workforce Centre for Child Mental Health, funded by the Australian Government. This initiative:

- develops innovative information and workforce development resources for clinical and non-clinical professionals to improve the mental health of infants and children;
- supports the development of knowledge, skills and practice for professionals working with children who would benefit from prevention and early intervention, including those who experience trauma; and
- supports the development of knowledge, skills and practice for professionals working with the parents and guardians of these children, with a view to assisting parents and guardians to care effectively for their children.

ROLE CONTEXT

Primary Objective(s) of role:

Reporting to the Human Resource & Finance Coordinator, the Administrative Assistant is responsible for the provision of project and office administration support functions to various teams, including assisting in the organisation of resources and courier arrangements for conference booths and other requests for resource material, undertaking organisation mail outs of materials, assisting in arranging travel and accommodation requirements and itineraries for staff, scheduling of meetings, circulation of documentation and recording of minutes for Staff Meetings and other day-to-day organisation and general supply requirements.

Direct Reports:

- Nil

Key Relationships/Interactions:

Internal

- Reports to the Human Resource & Finance Coordinator
- Manager, Projects & Performance
- Project Officers
- All teams and employees of Emerging Minds.

External

- Corporate Traveller
- Other Emerging Minds Logistic and Office Suppliers
- Building Management & Contractors

Challenges associated with Role:

Major challenges currently associated with the role include:

- Managing workload and conflicting priorities to ensure outcomes are achieved.
- Maintaining the integrity of records and information management systems.
- Ensuring the confidentiality and the political and commercial sensitivity of the organisation.
- Ensuring all areas of Emerging Minds receive accurate, timely and relevant expert advice and assistance on business support matters.

Delegations:

- Nil

Performance Development

The incumbent will be required to participate in the organisation's Performance Review and Development Program. This will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to the organisation's values and strategic directions.

General Requirements:

Managers and staff are required to work in accordance with including but not limited to: *Work Health and Safety* legislation when relevant WHS Defined Officers must meet due diligence requirements.

- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation)
- Fair Work Act

- Relevant Awards, Enterprise Agreements
- Duty to maintain confidentiality
- Smoke Free Workplace
- Code of Conduct
- Emerging Minds Policies and Procedures

Special Conditions:

- An Australian citizen or resident with the right to work in Australia.
- Some out of hours work, including intra and interstate travel may be required. Overnight absences may be required. The employee must be willing to fly (subject to COVID-19 restrictions and Government health advice).
- It is a condition of employment that the employee is fully vaccinated (as determined by the employer) against COVID-19 to the satisfaction of the employer and provides the employer with evidence it considers satisfactory. These are both inherent requirements of the employee's position. Being fully vaccinated includes booster injections.
- The appointment is subject to the provision of a current National Police Certificate and a Child Related Employment Screening.
- A minimum current South Australian 'Class C' (or interstate equivalent) driver's license is essential. The employee must be willing to drive throughout the course of their duties.
- This position is subject to a 6 month probationary period.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p>Project Administration</p>	<ul style="list-style-type: none"> • Undertake general office administration tasks and assist with day-to-day functions of various teams as required, including: <ul style="list-style-type: none"> ○ support and update office file reference and data management systems. ○ assist in the co-ordination and organisation of meetings and events. ○ assist in the organisation of resources and courier arrangements for conference booths and other requests for resource material. ○ undertake organisation mail outs of resource materials. ○ provide a supporting role which will include drafting and distributing staff meeting agenda and minutes. ○ collect and distribute mail from the organisations' local PO Box. • Assist in arranging travel and accommodation requirements and itineraries for staff, in conjunction with the Human Resource & Finance Coordinator and Project Officers. • Assist in the arrangement, provision and presentation of morning and afternoon tea supplies for staff and/or visitors and catering for meetings, special occasions and functions, in conjunction with Human Resource & Finance Coordinator and Project Officers. • Assist in the organisation of office supply requirements. • Assist in the provision timely response and quality of information to telephone and/or email enquiries as required. • Ensure the Board & Meeting Rooms are maintained in a clean and tidy state following meeting/functions. • Ensure that the kitchen and lunchroom are maintained and kept in a clean and tidy condition, which includes stacking/unstacking of

	dish washer, and maintaining adequate kitchen cleaning supplies, including tea towels, ensuring their laundering and replacement of same.
Continuous Improvement	<ul style="list-style-type: none"> • Build and maintain effective interpersonal relationships ensuring the provision of timely, concise and accurate information. • Support the continuous evaluation of services. • Assist with implementing changes to provide continuous improvements in productivity and product and/or service quality. • Contribute to the delivery and maintenance of efficient work practices within the Office through participating in staff planning, training and development activities.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS	
Qualifications/ Experience	<ul style="list-style-type: none"> • Experience in an Office Administration role.
Technical Skills	<ul style="list-style-type: none"> • High level of ability to use the Microsoft Office suite of software (Word, Excel, PowerPoint, Publisher, Outlook) • Demonstrated ability to produce high quality documents, accurate keyboard work, editing, formatting and accurate proofreading of documents. • Demonstrated ability to develop and implement effective document and resource management systems.
Communication and Interpersonal Skills	<ul style="list-style-type: none"> • High level of communication skills, both verbally and in writing, to a wide range of people. • Demonstrated ability to operate effectively in an environment of complexity and change, and the ability to contribute to a positive teamwork culture.
Remote Working Skills (if applicable)	<ul style="list-style-type: none"> • Demonstrated capability to work remotely/independently to successfully achieve the key performance indicators and objectives of this role, and the team within prescribed timelines. • Demonstrated ability to establish effective working relationships, and engage collaboratively with members of your team, other employees of Emerging Minds, and external stakeholders, whilst working in a virtual environment. • Demonstrated experience and confidence in utilising video conferencing platforms, online tools and resources.
Organisational Skills	<ul style="list-style-type: none"> • Experience in determining and managing conflicting priorities, meeting tight deadlines, and producing a high standard of work.
DESIRABLE CHARACTERISTICS	
Attributes & Experience	<ul style="list-style-type: none"> • Experience in working in a mental health service or health promotion environment.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name: Philip Robinson

Role Title: Chair, Board of Directors

Signature:

Date: 4/7/2024



Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with the role and organisational context as described within this document.

Name:

Signature:

Date: