



Durri Aboriginal Corporation Medical Service

Servicing the Macleay and Nambucca Valleys

ABN 52 730 046 875 ICN 27

With Compliments

Position Application Package

Position Name: Administration Officer

Contact Name: Narelle Cochrane

Telephone: (02) 65602300



Durri Aboriginal Corporation Medical Service
15-19 York Lane
KEMPSEY NSW 2440
T: (02) 6560 2300
F: (02) 6562 7069



Darrimba Maarra Health Outpost
PO Box 131
13/42 Bowra St
Nambucca Heads NSW 2448
T: (02) 6598 6800
F: (02) 6598 6833

All written communications to be addressed to CEO:
PO Box 136
Kempsey NSW 2440

General Conditions of Employment

- Position:** Administration Officer
- Award:** ATSIHWP & ACCHS 2020
- Classification:** Grade 6 – level 5
- Salary:** \$88,623.60
- Salary packaging:** To calculate your benefit follow the link <https://eziway.net.au>
- Application:** Your application should consist of four parts:
1. Selection criteria - (Your application must address all the selection criteria or your application will be marked unsuccessful)
 2. Completed application form
 3. Resume
 4. Supporting documents
- Completed application to:** hr@durri.org.au
or
- Post marked confidential to:
- Application Human Resources
Durri Aboriginal Corporation Medical Service
PO Box 136
Kempsey NSW 2440
- Closing Date:** Monday 8th August 2022 by 5.00 pm

Application Form

Full Name:

Address:

Email Address:

Contact Numbers:

Date of Birth:

Drivers Licence: Yes No Class: Expiry date:

Do you identify as Aboriginal or Torres Strait Islander? Yes No

Do you identify as having a disability? Yes No

Are you an Australian citizen or permanent resident? Yes No

Do you have Working with Children check number? Yes No WWCC No:

Do you have a current Police check? Yes No Date:

Do you have evidence of Vaccinations? Yes No

Have you provided evidence of your Qualifications? Yes No

Where did you see this position advertised?

Referees	Referee 1	Referee 2
Name:		
Title:		
Organisation:		
Contact Details:		
Email Address:		



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Position Description

Position Title:	Administration Officer
Reports To:	Deputy Chief Executive Officer
Business Unit:	Executive
Provides Support to:	Deputy CEO and Board of Directors
Location:	Kempsey
Primary Objective:	<p>The Administration Officer is responsible for the smooth operation of the DCEO office and for supporting the Board of Directors of Durri ACMS. The position provides high-level executive support to two busy executives.</p> <ul style="list-style-type: none"> • The position analyses and collates information in order to provide executive support to the DCEO. The position will provide administrative support to the Board and day-to-day office operational duties. • Reporting directly to the DCEO and supporting both the Corporate Services and the SMT support, the role involves confidential, high-level information as well as engagement with government, healthcare and community member stakeholders. The Administration Officer ensures the DCEO is prepared and informed on relevant matters in a timely manner. • This includes researching, preparing and ensuring responses to telephone calls and correspondence are responded to within specified timeframes and proactively managing the Board of Directors meeting schedule. This is a diverse, hands-on role which requires professionalism, interpersonal skilfulness, energy and attention to detail.
Key Accountabilities	
1. Diary & Appointment Management	<ul style="list-style-type: none"> • Receive, acknowledge and process all invitations for the Durri ACMS Deputy CEO and Board Of Directors

	<ul style="list-style-type: none"> • Coordinate and host diary meetings with the senior team and Deputy CEO, tabling and talking to invitations and requests and providing scheduling advice. • Respond to all invitations and diaries accordingly. • Coordinate all travel, accommodation and itineraries for the Board Of Directors / Deputy CEO as necessary. • Prepare and collate speaking and meeting briefs for the Board Of Directors / Deputy CEO in consultation with the Senior Leadership Team.
<p>2. Administrative Support</p>	<ul style="list-style-type: none"> • Manage confidential and sensitive documentation with appropriate discretion. • Prepare and format reports and documents for internal and external use often within short time frames. • Manage incoming calls, emails and correspondence, proactively determining significance and managing distribution. • Coordinate Board meetings and ensure Board papers are ready and Board Directors have the papers at least 5 days prior to a scheduled meeting • Provide administrative and logistical support to all aspects of corporate governance, including Board papers, contracts and governance requirements • As required by either Deputy CEO attend meetings with them and document minutes. Distribute these to all attendees and file in a timely manner • Develop and administer appropriate office systems and procedures to ensure the efficient and effective operation of the Executive Team • Circulate information, meeting agendas and minutes in a timely manner to all relevant parties. • Act as a liaison point between the Board, the office of the CEO and the Deputy CEO
<p>3. Management of the Office of the DCEO & Board Of Directors</p>	<ul style="list-style-type: none"> • Effectively collaborate with team members to ensure that the function is operating effectively and efficiently, while maintaining a harmonious team environment within Durri ACMS. • Ensure compliance with relevant OH&S legislation and that any issues are identified and actioned in line with the policy.

<p>4. Communication- Internal & External</p>	<ul style="list-style-type: none"> • Work with the CEO, the Deputy CEO, and SMT to document and communicate a Durri Monthly Staff newsletter (written, video, or facebook closed page) in order to update all staff across the footprint about what's happening at Durri – internal and external news.
<p>5. Teamwork, Collaboration & Self- Management</p>	<ul style="list-style-type: none"> • Ensure compliance with relevant WH&S legislation and report any issues identified in line with workplace policy • Participate in professional development including self-directed learning and mandatory training • Ensure that all communication is completed in a professional and polite manner • Participate in own performance development and training for continuous improvement • Identify opportunities for self-improvement and proactively discuss these with Deputy CEO and Board Of Directors • Assist other Corporate Services team members as required
<p>6. Policy and Procedures</p>	<ul style="list-style-type: none"> • Assist in the development of and comply with policies and procedures to ensure that the program is demonstrating consistent practices nationally and is in line with strategic objectives. • Attend all mandatory training requirements and participate in staff performance reviews including updated First Aid Certificate and participation in Staff immunisation Program. • Compliance with and understanding of EEO Legislation.
<p>7. Community Consultation & Representation</p>	<ul style="list-style-type: none"> • Represent Durri ACMS in the local community: • Confidently attend and communicate in face-to-face community, member and stakeholder consultation activities. • Professionally present information to the community and stakeholder groups, in 1:1 interviews, group workshops as required • Represent Durri ACMS in a professional manner as required at large public meetings to listen to community and member needs, effectively enhance the Durri ACMS brand and communicate the purpose and mission of Durri ACMS to funding stakeholders, the community and members.

8. Workplace Health and Safety	<ul style="list-style-type: none"> • Ensure, within capability, the health and safety of yourself and employees and any other persons in the work areas for which they are responsible. • Compliance with WHS legislative requirements and site policies. • Report all hazards, accidents or incidents which could result in injury to others or damage to property. • Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, and welfare in compliance with the WHS or other legislation. • Be familiar with emergency and evacuation procedures and participate in regular training in safety procedures.
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Selection Criteria

Essential:

1. Relevant tertiary qualifications, Certificate IV in Business Administration, or Minimum 4 years' experience in high-level office administration.
2. Experience in dealing with confidential information and demonstrated capacity to maintain confidentiality and professional standards of behaviour in difficult and sensitive circumstances and to exercise tact, initiative, and sound judgement.
3. Comprehensive knowledge and understanding of Aboriginal Health Issues Experience working with health services agencies, non-government organisation community groups and medical professionals at all levels.
4. Well-developed liaison skills, including excellent communication skills with a range of public, private and non-profit stakeholders and executives maintaining high level interpersonal and communication skills to build sound and respectful relationships within the team, organisation and community.
5. Excellent time management skills including working to deadlines, attention to detail with ability to use own initiative and take a proactive role in carrying out activities.
6. Demonstrated excellent computer literacy, especially Microsoft Word , Outlook and excel.
7. Ability to identify and report WH&S hazards in a workplace environment.
8. Demonstrated ability to work flexibly within tight timeframes and in accordance with competing workload demands to identify problems and recommend solutions.
9. Current Driver's License valid for use in NSW.

All positions at Durri ACMS are subject to a satisfactory National Criminal History Check, a Working with Children Check & all relevant vaccinations as required by Durri ACMS.

Desirable

Aboriginal people are encouraged to apply and, where found suitable, will be given higher priority. Please ensure that you declare your Aboriginality in your statement, covering letter or CV. In addition to addressing the selection criteria, Aboriginal applicants must demonstrate Aboriginality by supplying either a letter of Aboriginality signed under the common seal from a recognised incorporated Aboriginal or Torres Strait Islander Community organisation such as Land Council or Elders group, Aboriginal Medical Service, or a letter on letterhead from a Local Aboriginal Land Council demonstrating membership of the Council.