



21 Carrington Road Marrickville NSW 2204

PO Box 604 Marrickville NSW 1475

Tel: (02) 9559 5299

Web: www.absec.org.au

Administration Coordinator

Key Position Information	
Job Title:	Administration Coordinator
Business Unit:	CEO Office
Location:	Sydney, NSW
Reports To:	Group Executive Assistant
Status:	Fixed Term, Full Time (35 hours / week)
Salary	SCHADS Level 2, Pay point 2 \$55,000-\$60,000 plus superannuation, commensurate with experience (not-for-profit salary packaging available)
Financial Delegation	Category TBC (total budget to be determined)
Direct reports:	NIL

About AbSec

AbSec - NSW Child, Family and Community Peak Aboriginal Corporation is the peak Aboriginal organisation in the NSW child and family welfare sector. We provide an Aboriginal perspective on child protection and out-of-home care policy to the NSW Government and support the Aboriginal community-controlled sector to deliver effective services for Aboriginal children and families. We are a not-for-profit, incorporated community organisation, governed by an all-Aboriginal board.

AbSec Learning and Development Centre (AbSec LDC), a subsidiary organisation and registered training organisation. AbSec LDC is the only registered training organisation in NSW owned and managed by Aboriginal people in the child and family support sector, offering recognised qualifications in disability support, family welfare and child protection, as well as governance, leadership and management.

Our Vision

Aboriginal children and young people are looked after in safe, thriving Aboriginal families and communities and are raised strong in spirit and identity, with every opportunity for lifelong wellbeing and connection to culture.

Our Principles

- **Acknowledgement and respect** – acknowledging the diversity of all Aboriginal nations and respecting traditional owners of the land, constantly reminded by Elders, and cultural knowledge of communities to inform our action
- **Professionalism and integrity** – acting with the highest level of professionalism for our communities, ensuring our integrity will not be compromised in striving for the provision of quality, culturally responsive and accessible supports
- **Self-determination** – ensuring that our focus is underpinned by the rights of Aboriginal people to make decisions that impact their lives, recognising the interests of Aboriginal children, young people, families and carers, and communities in all that we do
- **Independence and solutions focused** – serving the interests of Aboriginal children, young people, families, people with disability, communities and the organisations that support them to deliver holistic approaches to issues impacting them

- **Transparency and commitment** – remaining committed to our people in everything we do, ensuring our actions are clear and promoted at every opportunity

Role Purpose

The Administration Coordinator will perform a wide range of administrative, office and facilities management, reporting and business capability services to support the delivery AbSec administrative outcomes.

Position Requirements

- Minimum of 1 year experience providing reception and effective administration/business support.
- Completion or progress towards an appropriate qualification such as Certificate III or IV in Business Administration is desirable but not essential.

Function	Accountabilities
Operational	<ul style="list-style-type: none"> ▪ Manage reception phone calls and meet and greet all attendees at reception and direct them to appropriate services and/or people. ▪ Provide general administration, clerical support, project coordination and daily organisation support across the Absec Team. ▪ Work with the Group Executive Assistant to draft business documents. ▪ Ensure appearance of common areas are maintained. ▪ Establish and maintain record-keeping system including but not limited to contact, files, contractors, and employee directory. ▪ Oversee and maintain office equipment, including kitchen, bathroom, stationary and incidental supplies. ▪ Maintain and manage approved vendors including but not limited to cleaners, building security and the distribution of keys and codes. ▪ Prepare conference rooms and meetings and organise catering as requested. ▪ Support the coordination and management of building maintenance and contractors. ▪ Maintain incoming and outgoing mail to include: mail register, mail collection, data entry, and directing incoming mail and packages. ▪ Submit and monitor expenses to ensure invoices are paid in a timely manner. ▪ Maintain detailed calendars, coordinate schedules, prioritize meeting requests and logistics, and support travel arrangements as required. ▪ Maintain company pool vehicles including: registration and insurances, booking processes, and monthly car checklists. ▪ Undertake other duties within the scope of this role, as directed.
Organisational Contribution	<ul style="list-style-type: none"> ▪ Work collaboratively with managers and team members to achieve AbSec's project objectives. ▪ Consistently acts in accordance with AbSec's values, challenges practices inconsistent with these values and uses values as a basis managing relationships and decision-making. ▪ Comply with AbSec Policies and Procedures. ▪ Participate in organisational and professional development activities as directed. ▪ Undertake other duties within the scope of this role, as directed.
Key Relationships	<ul style="list-style-type: none"> ▪ Chief Executive Officer, Group Manager, Operations and the AbSec Executive Team. ▪ All staff to ensure robust input into activities. ▪ Project team to contribute to directions and implementation activities on organisational objectives. ▪ Aboriginal community-controlled agencies, including member agencies. ▪ Aboriginal communities, children, young people and families to source input and create awareness of project objectives.

Selection Criteria

The occupant of this position will be able to demonstrate the following criteria:

- Proven experience in providing general administrative support within an organisation.

- Good communication skills to effectively facilitate and negotiate outcomes with a wide range of people, including the ability to communicate effectively with Aboriginal people and Torres Strait Islander people and a knowledge and understanding of their cultures.
- Demonstrated ability to multitask and manage time effectively to meet deadlines, with a high level of attention to detail.
- Experience with working cooperatively and collaboratively in a team.
- Demonstrated client service focus and experience providing support and processing enquiries.
- Computing skills; particularly the ability to utilise the Microsoft Office suite of applications in a MS Windows environment, particularly complex Excel applications.

Practical Requirements

- The preferred candidate will be engaged on a fixed term contract.
- Work outside of the normal hours of duty and some business travel will be required throughout NSW.
- Employment will be subject to a National Police Clearance and a NSW Working With Children Check and a current NSW drivers licence is essential.
- This position has been classified under the Social, Community, Home Care and Disability Services Industry Award 2010. Salary is subject to negotiation, skills, and experience.
- Appointment to this position of a person not currently an employee of AbSec will be subject to a probationary period of 6 months.
- Applications from Aboriginal and Torres Strait Islander people are strongly encouraged - Aboriginality is a genuine occupational requirement, and documentation may be required to demonstrate.

To obtain a position description please visit our website: <https://www.absec.org.au/careers.html>

For Further information: please contact Leah Daly leah.daly@absec.org.au or 0295595299

To apply: Address the selection criteria outlined in the position description. Interested applicants are required to address the essential criteria demonstrating their experience against each point, submit a cover letter (maximum 2 pages) and current resume (maximum 5 pages).

Note: if applicants do not address the selection criteria the application will not be considered.

Email applications to: recruitment@absec.org.au

Applications Close: COB Friday 15 April 2022.