

POSITION DESCRIPTION

Organisation:	Northern Mallee Local Learning and Employment Network
Project Title:	Administration Officer
Reports to:	Executive Officer
Employment:	Fixed Term: Until 31 December 2025
Time Fraction:	0.8 EFT (30.4 hours per week)
Salary:	In accordance with Miscellaneous Award 2020 Wage Level A

About Northern Mallee Local Learning and Employment Network Inc. (NMLLEN)

The Northern Mallee LLEN is part of a network of 31 LLEN's across Victoria established in 2001 arising from recommendations of the Kirby Report. LLEN's were established as not-for-profit, community based incorporated associations to identify gaps in education and training, provide advice on local and state-wide policy issues, and broker cross-sector partnerships.

Northern Mallee LLEN Mission

Brokering strategic partnerships with stakeholder groups, to improve outcomes in education, training and employment for young people.

The Position

The focus of the position is to provide administrative and executive support to the Executive Officer and NMLLEN staff to organise and coordinate the reception and office operations.

Including:

- Administrative support for Committee of Management meetings / board reports
- Data Entry
- Office Supplies
- Reception
- Preparation of monthly accounts, banking, credit card, postage
- IT Support
- Administrative support for NMLLEN projects and events
- Archiving records

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1. ROLE OF THE POSITION

- 1.1 Provide administrative and clerical support for the Executive Officer.
- 1.2 Undertake reception duties and office duties.
- 1.3 Provide administrative support for the NMLLEN Committee of Management (Board) and projects.
- 1.4 Provide administrative support for NMLLEN staff.
- 1.5 Review and contribute to the development of NMLLEN Policies and Procedures.
- 1.6 Actively promote Northern Mallee LLEN in the community.

2. DUTIES OF THE POSITION

- 2.1 Provide administrative and executive support.
- 2.2 Undertake administrative duties including document production, printing, filing, information sourcing, collation and production, office supplies procurement, office equipment procurement and maintenance; manage staff amenities; arrange IT support; manage room and vehicle bookings, arrange travel and accommodation bookings, inwards/outwards mail, clerical tasks associated with processing accounts and archiving of records.
- 2.3 Undertake research tasks and prepare reports. (including visuals)
- 2.4 Provide administrative support for projects and annual workplan.
- 2.5 Undertake reception duties.
- 2.6 Provide administrative support for the Board and Sub Committees including taking Minutes, forwarding agendas and business papers, organising venues and contributing to the planning and conduct of the NMLLEN Annual General Meeting.
- 2.7 Update and maintaining NMLLEN membership records.

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2.8 Other duties as requested by the Executive Officer.

3. KEY SELECTION CRITERIA

3.1 Outstanding written and verbal communication skills. High level grammatical and proof reading skills.

3.2 A high level of interpersonal and communication skills with a proven ability to maintain positive professional relationships.

3.3 Excellent information technology skills and experience in word processing, spreadsheet, google/outlook, power point and publisher software.

3.4 Organisational and administrative skills and experience.

3.5 Self-motivated with demonstrated ability to problem solve and meet deadlines with minimal supervision.

3.6 A knowledge of local industry, secondary and tertiary education landscape would be an advantage.

3.7 A relevant qualification or extensive experience

3.8 Current valid driver's licence.

4. CONTRACT DURATION

The term of the employment contract is as specified in the employee Contract of Employment.

5. ENTITLEMENTS

As per employee Contract of Employment.

6. OTHER CONDITIONS

6.1 The successful applicant will be required to undertake a National Police Check and Working with Children check.

6.2 Access to and availability of a reliable vehicle is required.

6.3 Attendance at meetings held outside normal business hours will be required from time to time.

6.4 Occasional travel will be required which may include overnight stays.

6.5 A probation period of three months applies to this position.

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