

SENIOR ADMINISTRATIVE ASSISTANT			
POSITION DETAILS:			
Position Title:	Senior Administrative Assistant	Reports To:	Executive Officer
Department/Division:	State Administration	Direct Reports:	Nil
Pay Instrument:	Award Free	Pay Classification:	Common Law
POSITION SUMMARY			
<p>The Senior Administrative Assistant is required to perform a variety of administrative, clerical, and secretarial tasks, providing support to the Executive Managers, Executive Officer, and Administrative Assistant, ensuring the day-to-day operations of the state office run smoothly.</p>			
KEY RESPONSIBILITIES			
<ul style="list-style-type: none"> • Undertake a range of administrative duties to support the Executive Managers and Executive Officer with daily tasks. • Oversee the daily running of the State Office Reception, providing support and leadership to the Administrative Assistant. • Undertake Reception duties as and when required, including managing incoming telephone calls and ensuring all messages for staff are relayed in an accurate and timely manner. • Assist with coordinating travel, accommodation and conference bookings for the Executive Management Team and other staff as required. • Undertake secretarial functions as required such as assisting with taking, typing, and distributing minutes for meetings, arranging catering and room set-up as requested. • Assist in maintaining accurate document and records management systems, including maintaining archive systems and registers. • Undertake Executive Officer duties as and when required. • Undertake other administrative tasks as required. 			
KEY PERFORMANCE INDICATORS			
<ul style="list-style-type: none"> • Clear and concise oral and written communication is provided in a timely manner. • All correspondence is proofread for errors, omissions, and consistency. • Timely provision of minutes, agendas and supporting documentation for meetings, and ensuring the appropriate set-up and catering requirements for meetings is completed accurately. • Meet all deadlines as indicated by a supervisor. • All document and records management systems and registers are up-to-date and maintained. • Participate as an active team player and provide support to peers. 			
SELECTION CRITERIA			
ESSENTIAL			
<ul style="list-style-type: none"> • Demonstrates commitment to the mission, vision and values of SCC Inc and the ability to contribute to the strategic agenda of SCC, in line with its priorities. • Minimum three years relevant experience in an Senior Administrative Assistant role 			

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supporting senior management.

- Capacity to be proactive, assertive and work well under pressure and within tight time frames.
- Excellent organisational, prioritisation and time management skills, with the ability to multi-task and manage competing priorities.
- Excellent interpersonal skills with the ability to establish friendly and professional rapport with a wide range of stakeholders, including Board members, organisational and individual members, senior levels of government, and members of the public.
- Demonstrates an understanding and the ability to use discretion, maintain confidentiality and privacy and deal with sensitive matters.
- Knowledge of and capacity to efficiently use ICT and organisational systems.
- Proficiency in Microsoft Office including Outlook, Excel, Word and Powerpoint.
- Strong written and verbal communication skills.

DESIRABLE

- Prior experience working in the Aged Care or similar industry.
- Effective time management skills and the ability to work independently to plan and organise work to ensure completion of work to required standards and within prescribed time frame.

COMPLIANCE REQUIREMENTS

- Required to provide a satisfactory National Criminal History Record (Police Check) that is not more than three years old on employment and that complies with the requirements of the Aged Care Act 1997 prior to commencement of employment.
- All SCC employees, volunteers, and contractors must hold a valid registration to work with vulnerable people with an NDIS endorsement as this is a condition of registration for all NDIS providers under the NDIS Act 2013 and SCC Safety Screening Policy.
- Current and valid Tasmanian drivers licence.

SOUTHERN CROSS CARE VALUES**Compassion**

- We respond willingly and positively to help meet the needs of those around us.
- We promote a sense of belonging and community.
- We demonstrate and foster empathy and sensitivity towards residents, clients, their families, our colleagues and the whole community.

Integrity

- We look for the good in all people and recognise the contribution of each individual as we work together.
- We demonstrate honesty and trustworthiness in all that we do.
- We are conscientious and ethical in our decision making and take responsibility for our own actions.

Respect

- We believe in the sanctity of life and that each life is unique and has special individual worth and dignity.
- We recognise and respect individuality and diversity.
- We treat all people with courtesy and respect regardless of gender, ethnic background, religious belief or economic circumstances.
- We manage our resources wisely to minimise the impact on the environment.

WORK HEALTH AND SAFETY REQUIREMENTS/CONTINUOUS IMPROVEMENT

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Maintain a safe working environment and adopt safe work practices by:

- Ensuring an awareness and prompt identification of WH&S risks and hazards.
- Maintaining a safe environment for all staff and care recipients.
- Reporting, rectifying (where possible) and documentation of incidents, risks and hazards that come to your attention in accordance with Southern Cross Care (Tas) Inc's WH&S Policy.
- Ensuring an awareness of and the implementation of correct fire and security safety procedures, and participation in fire and security drills as required.
- Ensuring personal work practices comply with the organisation's workplace health and safety policies and procedures.
- Ensuring all staff members perform safe manual handling practices.
- Recognition and responding appropriately to unsafe or unprofessional practices.
- Ensuring that all equipment and supplies are used appropriately to complete duties efficiently and economically so as to minimise wastage and/or abuse.
- Practice appropriate infection control procedures.

AUTHORISATION

I/we acknowledge and accept the above requirements and scope of the position.

Manager Signature:		Date:	
Employee Signature:		Date:	

POSITION DESCRIPTION