Job description

Primary objective
Provide high level administrative support for Inclusion and Engagement Services Division and the Business Administration Services team.

Context statement
The Business Admin Services delivers centralised divisional support for finance, human resources, official travel, procurement, grants, contract management processes, asset management, general administration and monitoring and reporting for the division.

Key duties and responsibilities
1. Provide secretarial and administrative support including: correspondence management; maintain accurate records and data entry; financial processing; initiate follow-up action and back-up systems; ensure deadlines are met; filing; screening telephone calls and visitors; compiling; and distributing meeting papers.
2. Undertake secretarial functions for various committees and boards managed by Systems Impact and Standards, including coordinating meetings invitations and room bookings, minute taking, compiling and distribution of papers.
3. Co-ordinate and organise appointments, meetings and conferences which may include travel arrangements.
4. Carry out projects, draft routine correspondence undertake research for specific information, research and compile special reports of a confidential nature.
5. Liaise effectively with all levels of staff within the department, external agencies and outside organisations, to assist in the smooth day to day operations of the department’s activities.

Selection criteria
Essential
1. Proven effective secretarial and administrative skills, including the ability to be discreet and maintain confidentiality.
2. Proven experience in undertaking secretarial functions for committees, including coordination and minute taking.
3. Sound oral, written communication and interpersonal, including ability to quality control documents.
4. Demonstrated capacity to work effectively in a team environment and ability to work independently.
5. Demonstrated organisational skills, including an ability to work under pressure and complete tasks within required timeframes, be self-motivated, exercise initiative and attention to detail.
6. An ability to interact and work effectively with people from diverse cultures.

Desirable
1. Knowledge of standard format of correspondence, i.e. letters, Ministerial briefs, Cabinet Submissions, etc.

Further information
Successful applicant will either need to hold or be able to obtain an ochre card.

Approved: November 2023
Aderyn Chatterton, Executive Director Inclusion and Engagement Services