

Position Description

Administration Officer

Organisational context

Domestic Violence Victoria (DV Vic) is the peak body for specialist family violence services for women and children in Victoria. We are an independent, non-government organisation.

Our vision is for a world where women and children can live fulfilled lives, free from fear and violence.

To achieve this, we:

- advocate and provide advice to government with and on behalf of our members
- lead innovation and influence policy, legislation and community attitudes
- work with our members to strengthen specialist family violence practice and build the capacity of human services
- work respectfully and collaboratively with all our partners.

Our work is informed by the experiences of women and children affected by family violence.

DV Vic is committed to the core values of equality, integrity and respect. Our values are reflected in the way we work and engage with others including our members, colleagues, and government.

Read our [Strategic Plan 2016-2020](#) for more information about what we do and where we're headed.

Role Context

The Administration Officer is a newly created position at DV Vic that will be responsible for the effective administration and supporting the operations of the organisation. Reporting to the Operations Manager, the Administrative Officer will undertake administrative duties focused on strengthening administration processes across the organisation including the office and finance functions.

The position will require a high level of organisation, multi-tasking and strong communication skills to support the day to day functioning of the office and team.

Organisational Values

Respect, Equality, Integrity.

Position specifications

Role title:	Administration Officer		
Located:	Melbourne CBD	Classification Level / Award:	DV Vic Level 4.1
Employment Period:	12 month contract (inclusive of three month probation)	Remuneration:	\$32.77 per hour Salary sacrificing arrangements are offered within Australian Taxation Office guidelines
Reporting structure:	The Administrative Officer will report to and be supervised by the Operations Manager.		
Hours and basis of employment	0.8 FTE – 30.4 hours a week. DV Vic is committed to flexible working arrangements. The FTE and span of hours for the position can be negotiated. To work within office hours of 7.00am to 7.00pm, Monday to Friday		

Position Responsibilities

The Administration Officer will be responsible for:

- Work with the Operations Manager to provide general administrative support focused on the effective day to day running of the organisation
- Provide reception duties including answering calls, emails and general enquiries
- Maintain registers and processes for the issuing, recording and reconciling of petty cash and transport vouchers
- Maintain operational filing and archiving records and systems in HR and Finance
- Support the Finance Officer, to undertake accurate and efficient financial data entry and assist in the accounts payable and receivable processes
- Process and maintain all membership records to ensure data integrity including hardcopy, CRM and MYOB
- Provide IT support to staff and liaise with external ICT provider to maintain the functionality of equipment
- Support the review and implementation of DV Vic' Occupational Health and Safety policies, procedures and records
- Provide general administrative support to DV Vic staff and management as directed.

Key Selection Criteria

The successful applicant will have:

- Understanding, commitment and interest in family violence and community sector services
- Qualifications in business administration or equivalent.
- A proven track record in operational and business support functions including office and financial administration
- Strong customer, interpersonal and communication skills, both written and verbal
- Sound organisational and time management skills and the ability to prioritise and exercise initiative and judgement
- Demonstrated knowledge and experience in the Microsoft Office suite
- Relevant qualifications and/or experience in a business, corporate and/or customer service fields
- Ability to be inclusive and diplomatic with a flexible approach to work
- Confidence and experience with CRM software programs and MYOB accounting software is desirable.

Application Process

Application process

Interested persons should send a current resumé with a covering letter addressing the key selection criteria to:

Fiona McCormack, CEO

c/-_recruitment@dvic.org.au

Applications close: Monday 23 July 2018

Contact for further information: Claire Bauska, Operations Manager on Ph: 9921 0828 or clairebauska@dvic.org.au

Applications that do not address the selection criteria will not be considered.

Applicants must have the right to live and work in Australia to be considered for this job.

DV Vic values diversity and encourages women from diverse backgrounds to apply