



Lutheran Community Care

## POSITION DESCRIPTION

<b>Position:</b>	Rostering Administration Officer	<b>Service:</b>	Immanuel Gardens
<b>Department:</b>	Aged Care	<b>Revised:</b>	January 2017
<b>Conditions:</b>	LCC Aged Care Services Enterprise Agreement 2013 Clerical Level 3		

### Purpose of the role

To coordinate the rostering system, including the maintenance of related documents, and contribute to the efficient and effective operations of Immanuel Gardens.

### Operating Environment

This position is located in Buderim at the Immanuel Gardens service of Lutheran Community Care (LCC), a respected not-for-profit organisation providing services in the fields of aged care, disability, family support, youth support and chaplaincy in Queensland.

### Immanuel Gardens

Immanuel Gardens consists of 93 self-contained units, residential accommodation for 145 residents and provides 31 Home Care Packages within the local community.

### Reporting relationships

This position reports to the General Manager and works in close collaboration with department heads and the HR and Payroll teams in LCC's Support Centre based in Brisbane.

### Major responsibilities

Within the policies established by LCC and working in collaboration with relevant managers and employees, the occupant of this position will:

- Coordinate the timely development, distribution and maintenance of 24 hour, 7 day rosters;
- Consult, liaise and negotiate with staff as required;
- Complete end of fortnight roster reconciliations;
- Provide roster and payroll information to managers and staff, including payslips, as requested and appropriate;
- In liaison with Support Centre advice, interpret the LCC Aged Care Services Enterprise Agreement 2013;
- Undertake reporting and analysis of rostering data;
- Act as reception and administration relief as required.



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### **Qualifications and experience**

The incumbent may possess previous experience in the collation and maintenance of 24 hours, 7 day electronic rosters for approximately 150 staff, as well as problem solving skills and a proven ability to work to deadlines with strict attention to detail.

An intermediate understanding of Awards and/or Enterprise Agreements is required. The incumbent will possess proficient verbal and written communication skills as well as demonstrate a customer service focus to their work. This position requires maintenance of a positive federal police check.

The incumbent will be required to provide medical information relevant to this position by submitting to a pre-employment medical and be deemed fit by LCC Chief Medical Officer.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organisation.