



## Office Administrator Job Description

Area:	All Miwatj Health East Arnhem Region
Job Title:	Office Administrator
Classification:	AO4 – AO5
Salary:	\$73,681 - \$91,917 per annum + Super depending on experience and skills
Work Type:	Full Time
Department:	Medical Services
Location:	Darwin
Reports to:	Director, Medical Services
Direct Reports:	Nil
Employment Conditions:	Miwatj Health Aboriginal Corporation EA 2018

### OUR VALUES

**We Believe. We Invest.**

1. We believe...and we invest
2. We respect...and we trust
3. We contribute...and we learn
4. We stand strong...and we last  
(And we do it **together, always**).

### Primary Objective

Provide a high level of operational, secretarial and administrative support to the Director Medical Services and relevant members of the team as directed by the Director Medical Services.

### Staffing and budget responsibilities

N/A

### Reporting Relationships

This role reports directly to the Director, Medical Services.

### Key Responsibilities

- Outlook calendar, diary and email management for Director Medical Services and scheduling of appointments.
- Preparation and distribution of meeting agendas and minutes of meetings.
- Preparation and distribution of weekly, monthly and annual reports as required.
- Effective record management and maintenance.
- Under the direction of the Director Medical Services and relevant team members assist in collating information for grant funding applications and submissions including the preparation of documentation as required.
- Preparation of travel and accommodation requisitions.
- Manage the end-to-end induction and on-boarding process of locum Medical services staff.
- Manage the induction of permanent Medical services staff.
- Manage telephone and visitor enquiries in an efficient and friendly manner.
- Contribute to a healthy and safe work environment.

- Other duties as directed by the Director Medical Services as required

### **Qualifications/Professional registration/other requirements**

Certificate in Office Administration or Office Management or equivalent

### **Selection Criteria**

#### **Essential minimum requirements**

- Ability to work independently and as part of a team in a cross cultural environment, fostering open communication and continuous learning with a positive and innovative approach to problem solving.
- Excellent interpersonal, verbal and written communication skills.
- Experience dealing with telephone and visitor enquires in a professional and efficient manner.
- Demonstrated knowledge and experience working with computers and Microsoft Office software, particularly Microsoft Outlook, Microsoft Word and Microsoft Excel.
- Ability to deal with suppliers of goods and services for purchases and enquiries.
- Demonstrated verbal and written communication skills.
- Ability to organise work priorities and the Director Medical Service's schedule.
- Current Australian driver's license.
- Current Working with Children Card NT – Or willingness to obtain one.

#### **Desirable**

- Ability to speak an Aboriginal language from the Miwatj Region (East Arnhem Land) and/or knowledge of kinship systems
- Knowledge and understanding of issues affecting the health and well-being of Aboriginal and Torres Strait Islander people in the Northern Territory
- Certificate IV in Office Management or Administration

### **Delegation Authority / Other Functions**

#### **ONLY IF APPLICABLE**

Delegations are attached to positions rather than occupants of positions. Delegations are to be exercised within the framework of MHAC policies and guidelines. Tables of delegates and delegations will be accessible on MHAC's internal information systems, together with associated policies.

If a delegate is found to have exercised a delegation improperly, he or she may be subject to discipline and the delegation(s) revoked.

The applicant will be required to hold a current Working with Children Clearance notice and undergo a criminal history check. A criminal history will not exclude an applicant from this position unless it is a relevant criminal history.

### **Acceptance of Responsibilities**

I have read the requirements and responsibilities outlined in this position description, MHAC Code of Conduct and Employment Terms and Conditions and agree to meet and adhere to these and have my performance monitored and evaluated in relation to my performance in the role as detailed throughout this document.

Name:		
	(Employee)	(Manager)
Signed:		

Date:		
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