



Raypirri Rom Administration Officer, Raypirri Rom Program Job Description

Area:	All Miwatj Health East Arnhem Region
Job Title:	Raypirri Rom Administration Officer, Raypirri Rom Program
Classification:	AO1 – Ao3
Salary:	\$53,049 - \$70,214 per annum + Super depending on experience and skills
Work Type:	Full Time
Department:	SEWB, Gove Peninsula
Location:	Nhulunbuy, supporting program across Gove Peninsula
Reports to:	SEWB Manager
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

To provide administrative support services to Raypirri Rom Program staff members.

Staffing and budget responsibilities

Nil

Reporting Relationships

This position reports directly to the SEWB Manager.

Key Responsibilities

- Assist in the provision of administrative services including vehicle bookings and services, travel arrangements and purchasing and other tasks as directed by the SEWB Manager.
- Assist with Raypirri Rom document control, distribution and creation.
- Assist with data collation, interpretation, recording, and reports as directed by the SEWB Manager.
- Receive visitors and guests of Miwatj Health Aboriginal Corporation.
- Answer telephone in a professional and courteous manner and ensure messages are recorded and passed on to relevant staff members in a timely manner.
- Be involved in team discussions, including minute taking, management of SEWB Manager Calendar and conference room bookings.
- Assist team with creating appropriate resources in English and Yolngu Matha to present to communities.
- Contribute to a healthy and safe work environment, including COVID-19 workplace procedures.
- Undertake other duties as required.

Selection Criteria

Essential minimum requirements

- Ability to work 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.
- Commitment to working in a cross cultural environment
- Demonstrated knowledge and experience working with computers and Microsoft Office software, particularly 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 and willingness to learn and follow instructions.
- Current Australian driver's license.
- Working With Children card.

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 in Business Administration or similar.

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:		
Created: May 2021	Reviewed:	Version: V1.1.0
DOCUMENT CONTROLLED – Human Resources Department, FY21-22		