



Puntukurnu Aboriginal Medical Service

Job Description Form (JDF)

Position Title:	Administration Officer
Reporting To:	Quality Assurance Officer
Award:	<i>Aboriginal and Torres Strait Islander Health Workers and Aboriginal Community Controlled Health Services Award 2020 (Cth)</i>
Award Classification:	Administrative Grade 2
Hours:	1.0 FTE 75 Hours per Fortnight
Direct Reports:	Nil
Effective Date :	24 th May 2022
Review Date:	24 th May 2023

Position Overview

The Administration Officer directly reports to the Quality Assurance Officer and is directly accountable to the Corporate Services Manager. The occupant of this position is responsible for providing PAMS with end-to-end administration support across the Corporate Services Unit, including but not limiting support to administration of assets, property, and accommodation.

Position Responsibilities

A. Assets Administration:

Under the guidance of the Quality Assurance Officer, support the Property, Assets and Maintenance team to:

- Use the Quality Management System (LOGIQC), develop and manage a system and spreadsheet for tracking maintenance items and notifying appropriate persons;
- Follow up, review and monitor all purchase orders, requisition and invoice documentation, ensuring it is completed, approved and escalated to the Finance team appropriately;
- Collate invoices received and cross reference to corresponding purchase order;
- Assist with end of month procedures relating to vehicle logbooks and other asset management as required.
- Assist with end of year procedures relating to vehicle logbooks and other asset management as required.
- Support accommodation administration by undertaking property condition checks during entry and exit of staff from PAMS allocated accommodation;

- Undertake bi annual inspections/property checks of PAMS accommodation (transit and permanent)
- Maintain official registries for vehicle registry, keys and other assets;

B. General Administration:

- Responsible for end to end administration of accommodation arrangements including (but not limited to):
 - Oversee availability and booking of local/PAMS transient accommodation; and
 - Organise and oversee maintenance (if any) and cleaning (pre-move in and post transit) of accommodation;
 - Ensure adequate supplies are available in accommodation (mainly transit) and restocked on a regular basis;
- Provide support to Receptionist for efficient corporate service delivery as required;
- Assistance with review of existing business processes, updating of procedures and workflows and preparation of new process and procedures;
- Effective records management and maintenance of official registers (in addition to assets administration);
- Provide additional corporate services support during leave and/or critical periods; and
- Any other administrative duties as directed.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work Health & Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

General Responsibilities

1. Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values.
2. Comply with all organisational policies and procedures.
3. Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.
4. Attend and participate in professional development activities including workshops and training as required.
5. Actively participate in continual quality improvement and the organisation's quality management system.
6. Comply with all applicable legislation including duty of care laws, professional standards, anti-discrimination, bullying and sexual harassment legislation
7. Attend and participate in Employee Development Days.
8. Participate and comply with all Work Health & Safety responsibilities as per the *Work Health and Safety Act 2020* (WA).
9. Identify and assist to reduce Work Health & Safety hazards and risks.
10. Follow the reasonable direction of Work Health & Safety representatives.

SELECTION CRITERIA

ESSENTIAL:

- Possession of Certificate III in Business or equivalent and/or demonstrated working experience as an Administrator or a similar role;
- High attention to detail and accuracy;
- Sound written communication skills- able to draft correspondence, edit documents and write instructional information;
- Strong interpersonal and verbal communication skills- able to communicate with clients and external visitors, managers and staff at all levels and present a professional image;
- Good keyboard skills and demonstrated competence in the use of business technology and desktop applications including Microsoft Suite;
- Good time management skills with the ability to effectively plan and organise and coordinate own workload;
- Ability to maintain a high level of professionalism and confidentiality;
- Ability to work independently, show initiative and work productively within the team environment; and
- Ability to work with minimal supervision and to work to deadlines; and
- Demonstrated ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander people.

DESIRABLE:

- The person identifies as Aboriginal and/or Torres Strait Islander and is acknowledged as such by their community;
- Working towards a higher qualification in business or other relevant tertiary qualification is highly desirable.

APPOINTMENT FACTORS

Location: Based in Newman.	Accommodation: Nil
Allowances/Conditions: Employment is conditional pending the outcome of: <ul style="list-style-type: none">• Federal Police Clearance;• Relevant legislative checks; Unencumbered 'C' class Manual Driver's Licence Evidence of COVID-19 Vaccination	Specialised Equipment Operated: Ability and willingness to drive 4WD vehicles

ACKNOWLEDGEMENT

As occupant of the position, I have noted the statement of duties and responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date