

POSITION DESCRIPTION

Position	Office Manager	
Reports to	Executive Manager	
Direct Reports	Reception Administration Team (2-3 Staff)	
Status	Ongoing	Time Fraction: Full time
Award	Clerks \$65,000 to \$70,000	Location: Werribee

OUR VISION

Aboriginal self-determination – Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

POSITION SUMMARY

The Office Manager is responsible for the smooth management and operations of the administration responsibilities for Western Management and Support Team.

This role requires a skilled administrative officer who is able to maintain confidentiality, is highly organised and professional and has the ability to work respectfully with Aboriginal staff, families and professionals. The Office Manager will oversee all of the reception and administration responsibilities for both Werribee and Melton office.

The position will manage the reception role in Werribee and Melton to ensure administration responsibilities including reception are maintained to a high standard.

KEY RELATIONSHIPS

Internal: Client service staff and corporate services

External: Aboriginal community members and services contacting the Werribee and Melton office

KEY SELECTION CRITERIA

The successful applicant will possess:

- Demonstrated commitment and understanding for the values that underpin VACCA' vision and purpose.

- Awareness and appreciation of Aboriginal societies and cultures and an understanding of the issues affecting Aboriginal people in contemporary Australia and the diversity of circumstances of Aboriginal people.
- Experience and/or ability to manage other administrative staff and provide leadership and support to the reception roles, including on the job training.
- Demonstrated understanding of privacy and confidentiality issues and the ability to maintain this.
- Ability to manage a high workload, prioritise work and meet deadlines.
- Proven experience in managing a debit card including, record keeping and account reconciliation.
- Experience using a broad range of computer applications and office equipment.
- Strong communication skills, relationship skills and an ability to liaise with internal/external stakeholders and clients.
- Ability to work autonomously, and as part of a team.
- Ability to work across both Werribee and Melton offices.
- Qualifications or willing to obtain, in business, administration or equivalent.

ESSENTIAL REQUIREMENTS

- You must have and continue to hold a full Victorian Driver's Licence and a current employment working with children check card.

POSITION ACCOUNTABILITIES

- Ensure all clients and professionals who are visiting the service are greeted in a professional and respectful manner.
- Manage the Werribee and Melton receptionist and ensure the reception is maintained and staffed at all times.
- Provide administration support to the office staff including creating files and archiving, organising the stationery, room booking, event organisation, and other duties.
- Oversee the management of the fleet booking system and maintenance and care of vehicles, building maintenance, including booking and liaising with contractors and the property department.
- Represent the site in OH&S processes under the guidance of the Senior Program Managers and OH&S committee.
- Ensure that each office meetings site audits and accreditation.
- Provide administrative support to the Senior Program Managers and Executive Manager as required.
- Prepare routine correspondence, agendas, minutes for staff meetings and other meetings as required.
- Manage the office debit card purchases and reconciliation of debit cards.
- Manage the office purchase orders and store accounts.
- Reconcile cab charge sheets.
- Carry out duties in accordance with the philosophy, policies, work practices and protocols of VACCA
- Participate in ongoing professional development training as identified by the Executive Manager

RELATIONSHIP MANAGEMENT

- Proactively engage and build relationships across VACCA and with external stakeholders.

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and VACCA policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.

QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in your day-to-day work to meet the organisation's audit, contract and registration obligations.
- Proactively apply your specialist knowledge in the review and maintenance of policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

OTHER

- Undertake other duties as directed.

ADDITIONAL INFORMATION

We are committed to Aboriginal self-determination and supporting strong, safe, thriving Aboriginal communities and aim to ensure every individual is treated with dignity, honouring all cultural backgrounds, abilities, ethnicities, sexual orientations, gender identities and spiritual beliefs.

VACCA is a child-safe organisation and is committed to ensuring the safety and wellbeing of children and young people with zero tolerance for child abuse. All successful applicants will be required to undertake a National Police Record Check and Working with Children Check prior to commencement of employment and periodically following commencement.

VACCA is an equal opportunity employer and has a smoke-free workplace policy.

This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) Identification (Tier 2) level which requires mandated MARAM Family Violence Screening & Identification training and responsibilities.