

JOB DESCRIPTION FORM

JOB TITLE: Administration Officer – Road Trauma Support Service

PROGRAM: ICCWA

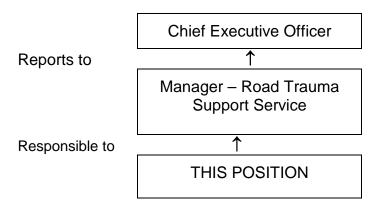
DATE: February 2013 **CLASSIFICATION:** Level 2, 1FTE

REPORTS TO: Manager - RTSS **SUPERVISES**: Nil

JOB SUMMARY

This role provides administrative support to the Road Trauma Support Service (RTSS) under direction of the Manager – RTSS. In general, this role involves answering the telephone, acting as the first point of contact for people requiring information and/or assistance from the RTSS, assisting with database management and record keeping. A high level of organisation skills and an understanding of the need for compassion, privacy, and confidentiality are essential.

REPORTING RELATIONSHIPS



This position works closely with the Manager – RTSS, Chief Executive Officer (CEO), other project staff and ICCWA program managers when appropriate.

DUTIES AND KEY RESPONSIBILITIES

- 1. Undertakes day to day management of RTSS office administrative processes.
- 2. Assist with the development and manages on-going maintenance of databases.
- 3. Provide assistance to the Manager RTSS where required.
- 4. Assists with collating and producing publications and assist with distribution.

ICCWA

JOB DESCRIPTION FORM

- 5. Provides administrative support to project staff under the direction of the Manager RTSS.
- 6. Undertakes reception duties and greets visitors for RTSS.
- 7. Under guidance from the Manager RTSS, assist with the compilation of important documents such as the Reports, Strategic Plan and Implementation plans.
- 8. Assist with the coordination of events including, but not limited to, promotion, registrations, catering and venue and equipment hire under the direction of the RTSS staff.
- 9. Maintain accurate and appropriate records of all work undertaken for reporting purposes.
- 10. Obtain quotes as required.
- 11. Provides secretarial support under the direction of the Manager RTSS, including but not limited to the RTSS Steering Group.
- 12. Other duties as required.

ESSENTIAL CRITERIA

- 1. Effective verbal and written communication skills.
- 2. Excellent time management and organisational skills with the ability to consistently meet multiple deadlines.
- 3. Ability to work both independently and be a successful team player.
- 4. Demonstrated initiative.
- 5. Ability to show compassion and have an understanding of the process and effects of trauma.
- 6. Flexible attitude to work.
- 7. Understanding of the need to respect privacy and confidentiality.
- 8. Demonstrated competence in the Microsoft Office Professional suite of programs.

OTHER FUNCTIONS AND REQUIREMENTS OF ROLE

- 1. Participation in performance reviews
- 2. Computer literacy
- 3. Participation in Professional Development as directed or initiated

REQUIRED LICENSES/CERTIFICATIONS

1. Valid WA Drivers Licence. You will be required to use your own vehicle on some occasions (expenses will be reimbursed).



JOB DESCRIPTION FORM

2. A Police Clearance and/or Working with Children Check may be requested prior to employment.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have	e received a d	copy of th	e Job Desc	ription and	nd have read and understand its conten	nts.
Employee's Name (Please Print)					Employee's Signature	
 Date						
Supervisor's Name (Please Print)					Supervisor's Signature	
 Date						
Copy:	Employee		CEO			
	Supervisor		Other			