

JOB DESCRIPTION FORM

Position Title:	Facilities / Administrative Support Officer		
Service Location:	Cyrenian House Corporate Services		
Program: (If applicable)		Hours:	0.6 FTE
Reporting to:	Chief Financial Officer	Award Classification:	Level 4 Cyrenian House EBA
Our Vision	Healthy, inclusive and harm-free communities		
Our Mission	An organisation that provides the highest quality services to make a positive and meaningful difference in the lives of people affected by alcohol and other drugs.		
Our Values	Empowerment, Diversity, Compassion, Integrity and Hope		
Cyrenian House values the uniqueness of individuals who may vary in many different ways, including race, ethnicity, culture, social class, gender, age, religious belief, sexual identity, mental and physical ability. We celebrate and promote this diversity as a strength of our organisation.			
This position:			
Provide support for organisational facilities and provide general administrative support to the finance and executive team.			
Duties and Responsibilities:			
General:			
<ul style="list-style-type: none"> • Support, promote and work in accordance with the Vision, Mission and Values of Cyrenian House. • Participate as a valued team member promoting and contributing to a supportive team environment. • Provide support to and share expertise with other staff, students and volunteers. • Participate in staff meetings, supervision, training and team planning workshops. • Contribute to the development, implementation and evaluation of the service model. • Contribute to Cyrenian House continuous quality improvement processes. • Work in accordance with Cyrenian House Code of Conduct. • Be responsible for personal health and safety in the workplace and for complying with all Cyrenian House occupational safety and health policies and procedures, promoting and maintaining a safe and secure environment. • Contribute to and promote the implementation of the Standards on Culturally Secure Practice. • Other duties as required. 			

Finance and accounts

- Provide support to the finance team as required. This may include leave cover, minute taking, accounts data entry, accounts payable ad-hoc duties as required
- Prepare correspondence, reports, spreadsheets, presentations and other documents as required
- Assist in preparation for financial and/or quality audits and reviews
- Organise and file paper and electronic documents

Administrative:

- Provide support to services in regard to facilities maintenance
- Prepare purchase orders where required and check delegation level compliance for other purchasers.
- Match purchase orders to invoices and make relevant enquiries.
- Prepare and maintain contract and maintenance registers.
- Collect and review data to enable comparisons, identify efficiencies and cost savings.
- Provide low level I.T. support to services – coordinating the purchase, implementation and replacement of work phones, computers, and other I.T. equipment in conjunction with the CFO.
- Basic I.T. troubleshooting and work instructions for recurring issues.
- Coordinate access and security infrastructure for all sites (keys – maintain register of key and swipe card holders; alarm codes – maintain a register for all sites)
- Take direction from the CFO, liaise with sites and service providers to respond to power outages, computer issues and other communications requirements.
- Work collaboratively with service managers, the CFO and contractors and tradespeople regarding work to be carried out at sites. Organise and coordinate repairs, maintenance and renovations as directed.
- Develop and maintain major and minor capital assets registers across the organisation.
- Coordinate various applications as required (e.g. quotes, assist with tender and funding applications).
- Prepare insurance claim documentation and other insurance attendances.
- Reception relief duties as required.
- Attend OSH meetings and undertake OSH tasks as required, including organising all OSH training (fire, first aid, etc.) Provide secretariat support (minutes, agendas, etc.) for OSH meetings
- Maintain Incident reporting records and files
- Draft, develop and review work instructions, administrative procedures and policies as required
- Other duties as required to support the Finance and Executive team

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Selection Criteria:

Essential competencies and experience:

- Previous experience working in service provision role/s
- Demonstrated ability to use computer applications
- Knowledge of I.T. equipment and office requirements
- Strong coordination, interpersonal and written skills
- Organisational and time management skills to meet task and project deadlines
- Active listening skills to comprehend required duties and quickly understand the best method for completing them
- Demonstrated ability to use own initiative and work effectively under pressure
- Great attention to detail
- Drivers licence and own vehicle
- Current Police Clearance

Desirable competencies and experience:

- Experience in contract and asset register systems
- Demonstrated ability to use accounting programs

Required Clearances:

- Full work rights.
- Current National Police Clearance.
- Current First Aid Certificate
- Current driver's License and reliable vehicle

Please sign below to confirm you understand of the requirements of your role and return a signed copy to the Human Resource Department:

Name: _____

Signature: _____

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