

JOB DESCRIPTION FORM

ADMINISTRATION ASSISTANT – ENTERPRISE SERVICES

Position Title:	Administration Assistant – Enterprise Services		
Service Location:	Cyrenian Central		
Program: (If applicable)	Corporate Services	Hours:	38 hours per fortnight
Reporting to:	Administration, Compliance and Communications Manager	Award Classification:	Level 4.1 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:			
The role of Administration Assistant – Enterprise Services will report direct to the Administration, Compliance and Communications Manager. The position will provide a high level of corporate administration support, including minute taking, formatting documents and arranging of events.			
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. 			

Position Duties

- The Administration Assistant - Enterprise Services will work within the scope of their JDF to ensure that all aspects of service delivery required by Cyrenian House.

Relationships and Stakeholder Engagement:

- Work in close liaison with and take direction from your line manager.
- Develop effective relationships with other Cyrenian House services and external agencies as appropriate.
- Develop and maintain a positive working relationship with colleagues in order to provide an effective and efficient reception / administration service.
- Develop and maintain boundaries with colleagues ensuring professional conduct is adhered to at all times.
- Deal directly and promptly with all contacts in a professional manner.

Administration and Reporting:

- Ensure that communications are distributed in a timely manner.
- Maintain mailing lists and co-ordination of mail outs as directed.
- Filing requirements as directed.
- Compile agenda and the minutes of team meetings and provide administrative support at meetings.
- Support the manager with work related events and staff functions.
- Organise room bookings and set-up, clean- up and catering for events and meetings as directed.
- Provide administrative support for the service, e.g. assisting in the production of Cyrenian House resources, such as booklets or pamphlets.

Other Duties

- Undertake relief duties at other Cyrenian House sites as required.

Selection Criteria:

Essential competencies and experience

- Diploma in office administration, business administration certificate, or equivalent qualification and/or experience.
- Previous experience as a PA or Administrative Assistant.
- Exceptional interpersonal skills, including a welcoming manner.
- Sound written communication skills, with experience in minute taking.
- Ability to work autonomously and be effective in managing competing deadlines ensuring tasks and requests are prioritised accordingly.
- Excellent organisational skills and high attention to detail.
- Proficiency with MS Office Suite.
- Strong written and verbal communication skills.
- Exceptional interpersonal skills and proven ability to maintain confidentiality.

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Selection Criteria:

Desirable competencies and experience:

- An understanding of alcohol and other drug issues

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: _____