

Employment Information Package
Administration Support Officer – Head Office (Minnamurra)

Thank you for your interest in joining William Campbell Foundation in the **Full Time** position of
Administration Support Officer
at our Head Office (Minnamurra)

When asked what William Campbell Foundation does well, our staff say*

“WCF always listen to children and young people and make decisions with their best interests at heart”

“We embrace change that benefits the lives of children, young people, families and carers”

“We have a great chaplaincy program and dedicated caseworkers”

“WCF provides flexibility for staff needs and is family oriented”

“I have always felt valued, supported and welcomed”

**2019 Continuous Improvement Staff Survey*

To be eligible for this role:

- You will have a high level of attention to detail, with the ability to articulate clearly in both written and verbal communication.
- You will be motivated and possess skills in time management and organisation, and have a proactive approach to self-development and growth.
- You will be responsive and practice accountability for your own work, as well as contributing to a wider team.
- You must be a team player who possesses an outstanding level of professionalism, integrity and respect for your colleagues and the people we work with.
- You will be keen to build and nurture networks and relationships with both internal and external stakeholders.
- You will understand Work Health and Safety practices, promoting and supporting a safe workplace at all times.
- You will consistently promote and develop positive culture, advocating WCF's Vision and Values.

Required Documents

Applications that do not include all documents below, will not be considered.

- A **Cover Letter**.
- Up to date **Resume**, including details of current position (if applicable).
- Complete and detailed response to the **Selection Criteria** below, informing WCF on how you are able to demonstrate your ability to meet the required criteria.

Applications are to be received no later than **Monday 19th October, 2020** and must be forwarded to:

jobs@wcfoundation.org.au

Employment with William Campbell Foundation

At William Campbell Foundation, we take pride in our respectful and diverse workplace culture, which supports and creates opportunities for Aboriginal and Torres Strait Islander people for the benefit of children, young people, individuals and families. We value the unique skills, experience and knowledge that Aboriginal and Torres Strait Islander people contribute to the workplace, and encourage Aboriginal and Torres Strait Islander people to apply for roles within our organisation.

We are committed to being an equal opportunity employer. All applicants who meet the criteria will receive equal consideration for employment, without regard to race, age, gender, marital status, sexuality, religion, disability, age, or political opinions.

William Campbell Foundation is proud to be a dynamic and supportive agency, offering:

- Generous remuneration with salary sacrifice options, reducing taxable income
- Collaborative and committed Management and Staff
- Free confidential counselling services through an Employee Assistance Program
- Resources and Supports to help you achieve great outcomes for the people we work with.
- An opportunity to be the difference for children, young people, families and individuals
- Regular and ongoing training and upskilling to assist you in personal development

Selection Criteria

All of the below must be addressed in your application to be considered for employment, with examples provided where relevant.

1. Demonstrated communication skills, including both verbal and written communication.
2. Demonstrated ability to self-motivate and work independently, as well as working as part of a team.
3. Demonstrated excellent computer skills (*please provide examples of the programs you are familiar with*)
4. Demonstrated ability to meet set deadlines and targets.
5. William Campbell Foundations values are [Compassion](#), [Christianity](#), [Accountability](#), [Respect](#), [Reflection](#) and [Stability](#). What do these values mean to you and how would you embed these into your everyday practice?
6. Confirmation that you:
 - a. Hold a current and cleared Working with Children Check
 - b. Can provide a National Police Check (obtained within the past 12 months).
 - c. Can provide a Current Drivers Licence and have a comprehensively insured vehicle.
 - d. Have access to two referees from current or previous Managers.
 - e. Will provide copies of Transcripts and Certificates detailing qualifications.
 - f. Will disclose during interview any information that could impair performance in this position, which should be considered by the panel when assessing applicants.

Program and Position Overview

William Campbell Foundation (WCF) is a not for profit Christian organisation that provides a range of services, including permanency support programs for children and young people. Additionally, WCF delivers therapeutic services to children, young people, individuals and families.

WCF is committed to child safe practices and permanency outcomes for children and young people in care to provide a positive, safe and healing experience that addresses trauma, attachment, self-regulation, culture and community needs.

Our Administration Support Officer position is designed to provide routine administrative and accounts supports across the agency, ensuring efficient and professional response to incoming contact and internal services.

Key position responsibilities

- Administration supports including answering phones and directing calls appropriately, and greeting visitors including staff, stakeholders, contractors and volunteers. This includes providing support to other WCF offices, as needed.

- Provide administrative support to all WCF internal programs including Permanency Support Program, Family Support Services, Clinical Services, Finance and Human Resources as needed.
- Ordering of stationery, office equipment and kitchen supplies, ensuring that staff have access to necessary requirements.
- Manage office petty cash, ensuring that all documentation is completed correctly, and conducting out of office duties including banking.
- Ensuring mail, both incoming and outgoing, is handled appropriately and appropriate records are maintained.
- Possess good communication skills, both verbally and in written work including emails and meeting minutes.
- Support the Finance Team with filing for finance paperwork, MYOB Housekeeping and basic financial tasks.
- Ensure appropriate archiving is conducted under the oversight of the relevant senior staff.
- Contribute to, and develop systems, to ensure the functions of the position are adequate and meet the needs of the agency.