



Position Description and Person Specification

TITLE OF POSITION:	Administration Officer
UNIT OF SYNOD:	Resources Ministry Centre
LOCATION:	Pirie Street, Synod Office
APPOINTED BY:	Synod of South Australia
RESPONSIBLE TO:	Executive Assistant to Executive Officer Resources
TYPE OF APPOINTMENT:	Permanent Part time (0.4FTE - 0.5 FTE)
INDUSTRIAL INSTRUMENT:	Clerks Private Sector Award (2020)
CLASSIFICATION:	Level 4

1. Summary of the broad purpose of the position

The Administration Officer is a member of the Resources Ministry Centre team and contributes to the effective delivery of administrative services across the Ministry Centre. Working closely with the Executive Assistant to the Executive Officer, Resources, the Administration Officer supports the administrative functions of the team and provides organisational and meeting support to various committees and councils of the Church. The role also undertakes a range of broader responsibilities to support the operational and administrative needs of the Resources Ministry Centre team and the Synod office.

2. Accountabilities and Key Working Relationships

The *Administration Officer* is responsible to the Executive Assistant to the Executive Officer, Resources (EAEOR).

The *Administration Officer* will be expected to have close working relationships with:

- Executive Officer, Resources
- General Manager Investments and Finance
- General Manager, Operations and Services
- Resources Managers and Resources Team members
- Other administration positions within the Synod

3. Statement of key outcomes and associated activities

The *Administration Officer* will:

- In consultation with the Chair, managing meeting attendee invitations, prepare and host meetings, including, meeting room set-up and catering as required.
- Prepare and distribute meeting agendas, edit and collate reports and correspondence, take and distribute meeting minutes for relevant committees, councils, Boards and Trusts.
- Provide administrative services including drafting and editing business documents and reports, meeting administration, scheduling, following up deadlines and records management related to the position's accountabilities on behalf of the Resources Ministry Centre.
- Assist the EAEOR and/or Executive Officer Resources, undertake agreed tasks within the Resources Team.
- Undertake a broad range of assignments and tasks as delegated by the EAEOR.
- Process expenditure, payment of accounts and reconciliation of credit card transactions.
- Assist with administration tasks relating to wider Uniting Church SA activities as required.
- Provide Reception relief as negotiated with EAEOR and Executive Officer, Resources
- Other tasks and projects commensurate with the skills and experience required for the role, as directed by the EAEOR and within the scope and responsibilities of this position.

4. Essential Personal Abilities/Aptitudes/Skills

- Demonstrated high level administrative skills
- Excellent time management and organisational skills
- Well-developed verbal and written communication skills and the capacity to communicate with a wide range of people from diverse backgrounds
- Exceptional people-first customer service ethic
- Ability to work with discretion and confidentiality
- A commitment to teamwork and supporting a healthy working environment
- High attention to detail
- Demonstrated flexible attitude and ability to work both autonomously and as a member of a team
- Experience working to agreed timeframes and delivering effective outcomes
- Ability to multi-task and prioritise
- Ability to contribute towards improving the effectiveness of current systems
- A willingness to align with the ethos of the Uniting Church in Australia

5. Essential Qualifications, Knowledge and Experience

- Experience working in team situations
- Ability to undertake independent research where required
- Basic financial reconciliation processes
- Proficient in the use of Microsoft 365 suite (in particular, MS Teams, Outlook, Word, Excel)
- Experience in business meeting administration and coordination

6. Desirable Qualifications, Knowledge and Experience

- Tertiary qualifications (at a minimum of Certificate 3) in business administration or a related discipline or equivalent experience
- Experience in a not-for-profit sector organisation
- Actively involved in the life of a mainstream Christian congregation and/or faith community.
- Knowledge of contemporary governance and regulatory structures.
- Knowledge of the Uniting Church in Australia.

7. Summary of Conditions

- The successful applicant will be required to submit to the appropriate Department of Human Services screening and authority checks prior to commencement of employment. Current satisfactory clearances are required at all times during employment.
- Employment remuneration, terms and conditions as set by the Human Resources and Remuneration Committee (HRRC) for the Uniting Church Synod of South Australia will apply, as outlined in the employment contract.