

### Position Description

<b>Position Title</b>	Office Administrator
<b>Position Status</b>	Full Time or Part Time (minimum 0.8FTE) - negotiable / Ongoing
<b>Salary</b>	\$70,000 – \$75,000 per annum (PRO RATA) – depending on experience, + salary packaging + superannuation
<b>Award Classification</b>	SCHADS Modern Award (Level 3)
<b>Position Reports to</b>	Administrative Services Manager
<b>Position Supervises</b>	Nil
<b>Date Reviewed</b>	February 2023

#### Women's Legal Service Victoria

Women's Legal Service Victoria is a specialised and state-wide organisation providing services and support to women since 1982. We exist to help build a gender equitable society and are committed to working alongside women experiencing disadvantage to promote their rights to live free from violence. It is through a feminist lens that we deliver high quality services to our clients and support each other as colleagues.

#### Our culture

We are passionate, collaborative and solution focused. We are committed to our mission to build a gender equitable country. We work alongside women experiencing disadvantage, to promote their rights to live free from violence, and make informed choices about their relationships.

We work in a way that is woman-focussed, engaging and supporting the whole person and appreciating the complexity of her situation.

#### Position Objectives

This role is to provide high level administrative support across the organisation, ensuring a well organised, smooth work process.

#### Key Responsibilities

##### Administrative Support

- Administrative support across organisational areas including Legal and Policy Team, and Education and Engagement Team
- Training event administration
- Data Entry including:
  - Action Step entries (legal practice management software)

- CLASS entries (legal data management software)
- Meeting support (arranging/minute taking/action item follow up)
- Assist with team member onboarding and offboarding and asset management
- Support of key administrative platforms such as Zoom, password vaults, etc
- Assist with ad-hoc operational requirements and other administrative tasks as directed

### Reception

- Answer reception overflow calls and provide leave cover as required
- Answer general email queries received in Admin inbox

## Position Requirements

### Skills, Knowledge and Behaviour

The following skills are required to be demonstrated:

- Well organised, with strong attention to detail and accuracy
- Strong ability to handle confidential matters
- Strong administration skills with advanced knowledge of MS Office Suite
- Ability to prioritise competing tasks and meet deadlines
- Excellent verbal and written communication skills
- A positive attitude with a willingness to be flexible
- Able to build rapport with a diverse group of people
- Exceptional customer service skills

### Qualifications and Experience

The following qualifications and experience are required for the position:

- Extensive experience (2-3 years as a minimum) in an office environment with exposure to reception and broad administration duties

Desirable only

- Administration support within a legal or not for profit setting

## Shared Organisational Responsibilities

Women’s Legal Service Victoria (WLSV) has the following expectations of all employees:

<p><b>Values and Behaviours</b></p>	<p>WLSV works within a feminist framework, which means that we work:</p> <p><b><i>Alongside women</i></b>, promoting ‘power with’ or ‘power for’ our clients, rather than being complicit in a legal system that maintains ‘power over’ our clients</p> <p>In a way that is <b><i>woman-focussed</i></b>, engaging the whole person, appreciating the complexity of her situation and supporting women to address <i>all</i> of their needs</p> <p><b><i>As part of a movement for social change</i></b> to challenge the social, political, economic and legal structures that oppress women. We work as equal partners with everyone with whom we work,</p>
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	<p>recognising their strengths and unique contributions. We take up a leadership role, when we can be most effective by engaging or influencing others</p> <p>It is through this framework, that high quality services are delivered to clients. It also defines how we treat each other as employees.</p> <p>Employees have an important role to play in upholding WLSV's ethics and values, including the Code of Conduct.</p>
<b>Safe Workplace Actions</b>	The responsibilities of this position are completed in line with organisational Occupational Health and Safety (OH&S) policies and procedures. The incumbent will display and promote safe actions in the workplace at all times.
<b>Policies and Procedures</b>	The responsibilities of this position are completed in line with all WLSV policies related to the position.
<b>Legislative Framework</b>	The responsibilities of this position are completed in line with the relevant legislative framework of the position's team.

### Equal Opportunity Employer

Women's Legal Service Victoria (WLSV) is an Equal Opportunity Employer committed to promoting a diverse and inclusive workforce and we strongly encourage Aboriginal and Torres Strait Islander people to apply for positions within our organisation. It is a key priority of our Reconciliation Action Plan to support principles of self-determination by increasing Aboriginal employment at WLSV. We recognise that our workforce can benefit greatly from the unique knowledge, skills and expertise of Aboriginal and Torres Strait Islander people in achieving a culturally safe and responsive service for our clients.

### Child Safety

Women's Legal Service Victoria (WLSV) is committed to protecting children and vulnerable people who have contact with our service. It is a condition of employment for all staff to have a Working with Children Check. This must be provided at the time of appointment, and maintained for the duration of their employment.

### COVID-19 Vaccination Policy

WLSV is committed in protecting employees, volunteers, students, clients and others associated with WLSV, and the broader community, from infection and to help the organisation manage the spread of COVID-19. It's a condition of employment, as per our internal policy and procedure that all employees must be fully vaccinated against COVID-19 – which includes the booster (3 doses), and able to provide evidence of this (unless you have an exemption).

### National Criminal History Check

It is a condition of employment for all staff to procedure a current National Criminal History Check.