
Business Administrator

1.0 POSITION TITLE

Business Administrator

2.0 RESPONSIBLE TO

Chief Executive Officer (CEO)

3.0 LOCATION

Ballarat

4.0 AWARD & SALARY

This position is located within SCHADS Level 5. In addition, employer superannuation guarantee (9.5% plus an additional 2% as per WHG policy) and salary packaging as per the WHG policy

5.0 TRAVEL

A vehicle is available for work-related travel

6.0 HOURS

0.6ft or 19 hours per week. Days and hours negotiable with the successful candidate

7.0 TERM OF EMPLOYMENT

Initial one-year contract position (subject to successful completion of 3 month probationary period). Contract may be renewed annually pending ongoing funding and a successful annual performance review.

8.0 WHG BACKGROUND

Women's Health Grampians (WHG) is one of nine regional and two statewide women's health services funded by the Department of Health and Human Services. Our focus is at the population level. We work to achieve healthy public policy, improved service provision for women, and cultural change that supports gender equality. We do this through consultation, education, resource and service development. Our priority areas for action arise from the collection and assessment of emerging needs and currently include sexual and reproductive health, gendered advocacy and the prevention of violence against women.

The service is:

- run by women and managed by women accountable to the women it serves; and
- governed by an elected Board of women from the region.

9.0 SUMMARY OF RESPONSIBILITIES

The Business Administrator is a vital member of the small WHG Administration Team, led by the CEO, and is responsible for quality and risk systems, infrastructure and human resources administration as well as supporting the delivery of training programs and to help achieve the goals in the WHG Strategic Plan. The role also liaises closely with the WHG external Accountant.

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10.0 KEY RESPONSIBILITIES

10.1 Human Resources Administration

- Maintain accurate staff records and ensure that all practices comply with relevant awards, orders, agreements and legislation
- Co-ordinate Police Checks for all staff, volunteers and Board members as per policy
- Ensure the implementation of policy and procedures in relation to trainees, students, work experience personnel and visiting practitioners at the service
- Oversee an appropriate orientation program for all new staff, students, Board Members, and volunteers
- Review Human Resource policies as required
- Liaise with CEO, Accountant and Industrial Advisors as required

10.2 Infrastructure and Financial Administration

- Maintain WHG Assets Register
- Oversee vehicle fleet management including, fuel cards, log books and servicing.
- Monthly vehicle log book reports for salary package
- Arrange vehicle change over under direction of the CEO.
- Ensure vehicle, building and public liability insurances are maintained and up to date
- Liaise with accountant on a regular basis to ensure that flow of all financial documentation is maintained and processed on a timely manner
- Arrange mobile phones and appropriate plans for relevant staff
- Undertake archiving of all financial and personnel files according to policy and legal requirements
- Oversee petty cash process for Ballarat and Horsham offices
- Manage subscriptions including MYKI and City Link
- Manage WHG business on the DHHS eBiz portal
- Liaise with landlord in regards to building maintenance issues

10.3 Quality & Risk Systems Management

- Support the WHG Policy Review Working Group
- Maintain register of WHG Policies and Procedures
- Identify Policies for Review
- Ensure continuous improvement and development of financial and governance policies and procedures, and develop new systems in conjunction with the CEO to respond to change
- In conjunction with the Board and CEO, oversee the implementation of the WHG Risk Management Plan including the development and regular review of the risk register
- Develop and/or update relevant risk assessment processes
- Prepare an annual report to the WHG Board on the implementation of the Risk Management Plan and the Risk Register including any recommendations for changes moving forward
- Assist in the development of safe working practices and the provision of a safe working environment by actively reducing hazards and focusing on incident prevent strategies

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10.4 Training Support

- Support delivery of WHG training programs through assisting with scheduling, venue and bookings
- Maintain up to date register of external trainers
- In conjunction with Accountant, manage-invoicing of training sessions

10.5 Other

- Participate in staff development, meetings and planning sessions as required
- Contribute to a positive workplace culture with a focus on collaboration and teamwork
- Adhere to all WHG policies and procedures
- Other duties as requested by the Chief Executive Officer

11.0 KEY SELECTION CRITERIA:

- Commitment to organisational vision, mission, and approach
- Qualifications and experience in business, human resources, financial management or associated discipline
- Human Resource Management experience
- Demonstrated experience in Risk Management systems and processes
- Knowledge of and experience in using Xero or MYOB financial database
- Demonstrated experience in and understanding of quality assurance
- Proven business and project management skills, with the ability to negotiate and set priorities, meet deadlines, initiate and follow up actions
- Highly developed interpersonal, communication and writing skills
- Basic understanding of governance within the not-for-profit sector and experience in reporting to a board
- Sound computer skills including the Microsoft office suite of products, and expertise with general operation of computers and server systems

12.0 FURTHER INFORMATION

For further information: contact Marianne Hendron, CEO on 0429 265 724 or email:

marianne@whg.org.au

Visit the WHG website at www.whg.org.au

13.0 APPLICATION

Forward your application and completed selection criteria to marianne@whg.org.au

Applications close 5pm Wednesday 29 July 2020

Women's Health Grampians is committed to achieving a diverse workforce and strongly encourages applications from Aboriginal and Torres Strait Islander people.