

Role Description

| Details | |
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| Role title | Branch Administrator– New South Wales |
| Reports to | Professional Officer – Social Policy & Education (New South Wales) |
| Award | Clerks – Private Sector Modern Award 2010 |
| Classification | AASW Administration Officer level A01-2 |
| Hours of work | 24 hours per fortnight (part time 0.6 FTE) |
| Tenure | On-going |
| Date | February 2017 |
| Role purpose | |
| <p>Working in close consultation with the Professional Officer – Social Policy & Education (NSW):</p> <ul style="list-style-type: none"> ▪ provide day-to-day secretarial and administrative support services to the Professional Officer and Branch Management Committee ▪ develop and maintain accurate and up-to-date electronic and hard copy filing systems for the Branch ▪ oversee the day-to-day management and maintenance of office equipment, physical assets and the smooth running of the NSW Branch office | |

| About AASW |
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| <p>The Australian Association of Social Workers (AASW) is the professional representative body of social workers in Australia, with approximately 10,000 members. We set the benchmarks for professional education and practice in social work and have a strong voice on matters of social justice, human rights and issues that impact upon the quality of life of all Australians.</p> |

| Our Values |
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| <p>AASW members are required to operate in accordance with the AASW Code of Ethics which requires an approach to social work practice which reflects:</p> <ul style="list-style-type: none"> ❖ Respect for persons ❖ Social justice ❖ Professional integrity <p>AASW employees are expected to operate in accordance with the aims and intent of these shared values.</p> |

| Key Areas of Accountability | Key Capability & Performance Indicators |
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| Delivering high quality secretarial and administrative support services | |
| <p>Provision of effective and efficient secretarial and administrative support services to the Professional Officer and BMC, Practice Groups and other State-based groups as required including:</p> <ul style="list-style-type: none"> ▪ operating as key point of contact for responding to member/other enquiries to the Branch office ▪ taking and writing up minutes of meetings, agenda preparation, circulation and related activities ▪ attending BMC/other meetings as required, ensuring required committee papers are prepared and circulated in a timely and professional manner ▪ overseeing the maintenance of office equipment and physical assets, including the library and maintaining a register of Branch office assets ▪ drafting correspondence and other documents for signature, as required ▪ scheduling/co-ordinating/organising meetings and the preparation of documentation and submissions ▪ assisting in the preparation of the Branch annual budget, as required ▪ organising payment and processing of invoices for the NSW Branch, in consultation with the Finance team ▪ undertaking administrative/secretarial support tasks in relation to AASW membership and continuing professional development activities, including membership recruitment and renewal campaigns ▪ undertaking ad hoc project related activities, as required ▪ assisting in the preparation of the branch newsletter/other AASW publications ▪ maintaining and updating the Branch-page of the AASW website, in consultation with the Professional Officer | <ul style="list-style-type: none"> ▪ Delivers timely and quality administrative/secretarial support services that meet the requirements of the Branch and key stakeholders ▪ Demonstrates a high level of proficiency in the use of technology/software applications that enable service delivery (within scope of accountabilities) ▪ Demonstrates a positive approach to change and adapts to new or different ways of working ▪ Takes responsibility for work outcomes and demonstrates a willingness to accept feedback and undertake training to improve performance/service delivery outcomes ▪ Develops and maintains a good understanding of relevant AASW policies, procedures and work processes that apply to day-to-day work activities ▪ Demonstrates accuracy and attention to detail across all areas of service delivery ((within scope of accountabilities) |
| General | |
| <p>In addition to the key areas of accountability outlined above, effective performance also involves undertaking a range of associated work activities including:</p> <ul style="list-style-type: none"> ▪ operating as a key point of contact for information exchange/ communication for the BMC, AASW's National Office and other AASW Branches ▪ developing and maintaining collaborative working relationships with key internal/external stakeholders ▪ contributing to AASW's and the NSW Branch's strategic planning activities, as required | <ul style="list-style-type: none"> ▪ Develops and maintains productive and collaborative working relationships at all levels across AASW network of branch offices ▪ Demonstrates a polished and professional manner to internal and external stakeholders as a key representative of the NSW Branch |

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| <ul style="list-style-type: none"> ▪ identifying opportunities for improvement to service delivery and implementing processes for monitoring and reviewing service delivery in consultation with the Professional Officer ▪ attending AASW functions, as required, including out-of-hours functions on occasion | |
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Key Compliance Requirements

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| <p>At all times, AASW employees are required to:</p> <ul style="list-style-type: none"> ▪ comply with all AASW policies, procedures and code of conduct ▪ operate in accordance with relevant statutory and regulatory compliance obligations including: Work Health & Safety, Privacy, Finance Management, Record Keeping and Equal Opportunity in employment and service delivery ▪ participate in relevant training and awareness programs relating to compliance obligations and areas of accountability <p>Note: A police check and other probity checks may be required as part of the selection and appointment process</p> |
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Key Selection Criteria

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| <p>Essential</p> <ul style="list-style-type: none"> ▪ A minimum of two years' executive-level secretarial and administrative support skills ▪ Highly experienced in the use of Microsoft Office applications particularly Word, Publisher PowerPoint, Excel ▪ Able to work autonomously with minimal supervision and as part of a national team ▪ Highly developed organisational skills, including experience in managing/co-ordinating meeting schedules and managing conflicting work priorities and delivering quality work outputs within tight timelines ▪ Highly experienced in working with a range of stakeholders, demonstrating excellent customer-service skills ▪ Experienced in drafting routine correspondence and preparing newsletters/publications ▪ Polished and professional communication skills and manner ▪ Experienced in maintaining information data bases and filing systems ▪ Ability to undertake occasional travel throughout NSW and/or interstate from time to time and attend out-of-hours meetings etc. <p>Desirable</p> <ul style="list-style-type: none"> ▪ Relevant qualifications, e.g., business administration ▪ Experienced in providing executive-level secretariat support to committees/volunteer advisory groups ▪ Office-management experience |
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Approvals

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| Functional Manager: | AASW Branch Management Co-ordinator |
| Approved by: | Acting CEO |
| Date approved: | February 2017 |

Accepted by

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| Employee Name | | | |
| Signature of Employee: | | Date: | |