



Wuchopperen
HEALTH SERVICE LTD

POSITION DESCRIPTION

Position Title:	Administration Officer, Corporate Support (<i>Identified</i>)
Position Number:	5328
Classification:	Administrative Grade 3 Wuchopperen Health Service Limited Enterprise Agreement
Salary:	\$62,906 - \$67,082
Location:	Cairns
Reporting Relationship:	Manager, Human Resources

About Wuchopperen

Wuchopperen Health Service Limited (Wuchopperen) is a community connected and controlled organisation with a solid history of providing holistic health and wellbeing services for Aboriginal and Torres Strait Islander people in Cairns and surrounding districts.

Wuchopperen's vision is keeping our generations growing strong. Culture underpins our diverse and client-centric service delivery model offering our community whole of life support from pre-birth right through to our elders.

From our humble beginnings in the 1970s, Wuchopperen has grown into a dynamic and innovative service that prides itself on strong community representation, leadership and governance.

Our Strategic Priorities



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Our Values and Behaviours



The role:

The purpose of this role is to provide quality administrative services that support the operational programs and services, operating as part of the Corporate Support function.

These services include:

- Quality and Compliance
- Human Resources
- Information Technology
- Communications and Marketing

The Administration Officer, Corporate Support reports to the Manager, HR and will be expected to provide support across the above service teams. This position works closely with other program staff and visitors to ensure effective and positive client outcomes.

Key Responsibilities include:

1. Monitoring email inboxes, assist with preparation of new starter inductions, printing, scanning, uploading and saving documents to digital files, updating noticeboards, booking meetings, taking phone calls/delivering phone messages and other administrative tasks.
2. Providing excellent customer service and projecting a positive organisational image by using a professional, courteous, and helpful manner.
3. Working collaboratively with the Corporate Support team and providing quality clerical and administrative support.

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4. Maintaining accurate records and statistics, and providing data as required in a timely manner.
5. Contributing to continuous improvement processes to ensure compliance with relevant standards and safe, effective service delivery.
6. Undertaking projects in the area of administrative responsibility under the guidance of experts within the Corporate Support team.
7. Participate in organisational and community activities to advance the health and wellbeing of Aboriginal and Torres Strait Islander people.
8. Work within Wuchopperen's Policies and Procedures including the Staff Code of Conduct and the Work Health and Safety requirements, whilst maintaining the strictest confidence when dealing with confidential information.
9. Other duties as required, within your skills, experience and capacity.

Core Capabilities

Assessment of merit for this role will be based on the knowledge, skills and experience, potential for development and personal qualities.

For applicants to be successful in this role, they should demonstrate:

1. Experience in the provision of administrative support, the use of Microsoft Office, and general office duties.
2. Knowledge and understanding of Aboriginal and Torres Strait Islander societies and cultures from an historical and contemporary perspective, including the ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander people.
3. Extensively developed interpersonal and communication skills including the ability liaise with a range of stakeholders as well as effectively advocate for Aboriginal and Torres Strait Islander people.
4. Demonstrated ability to work independently and in a multi-disciplinary team environment, prioritise and meet deadlines, deal with matters of a sensitive and confidential nature.
5. Demonstrated ability to meet and work within the core values and behaviours of Wuchopperen.

Other Requirements

- Possession of a related qualification is desirable or experience in a relevant discipline.
- It is a condition of employment in this role for the employee to be, and remain, vaccinated against measles, mumps, rubella, varicella (chicken pox), pertussis (whooping cough) and hepatitis B.
- The Administration Officer, Corporate Support is an **Identified** position. It is a genuine occupational requirement that an **Identified** position be filled by an Aboriginal person or Torres Strait Islander person, as permitted by and arguable under section 25, 104 and 105 of the *Queensland Anti-Discrimination Act (1991)*.

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- Please provide **one (Aboriginal and/or Torres Strait Islander) written reference from a referee** who can confirm that you are of Aboriginal and/or Torres Strait Islander descent, you identify as Aboriginal and/or Torres Strait Islander person and an Aboriginal and/or Torres Strait Islander community accepts you as an Aboriginal and/or Torres Strait Islander person.
- It's a mandatory condition of employment for the employee to be fully vaccinated against COVID-19. Evidence of two vaccinations must be provided before employment is confirmed.
- It is a condition of employment that all employees are holders of a current and valid 'blue card' or Working with Children Check. This is at your cost. Employment cannot continue or commence if you do not have a 'blue card' or if your 'blue card' is withdrawn or is disqualified.
- Possession of a current CPR certificate or commitment to obtain within the first six weeks of employment is essential.
- Possession of a current Queensland "CA" class driver's licence is ideal but not essential.
- Commitment to work within the principles of Aboriginal and Torres Strait Islander community control including a willingness to develop the leadership of Aboriginal and Torres Strait Islander staff.

How to apply:

Please submit the following for the panel to assess your suitability. Applications which do not meet these requirements will not be considered.

- Your **resume**, including a comprehensive employment history, your qualifications and the contact details for at least two referees.
- A supporting **cover letter** of no more than two pages, reflecting the competencies outlined in core capabilities.
- Evidence of at least two Covid-19 vaccinations (i.e. Immunisation History Statement).
- Identified referee with application.

Additional information:

- A non-smoking policy is effective in Wuchopperen's buildings, offices and motor vehicles on all Wuchopperen grounds, across all sites.
- Wuchopperen has a six (6) month probationary period for new employees.
- Employees may be required to work outside of core business hours from time to time.
- Demonstrated commitment to ongoing self-development with a focus on qualifications/skills upgrade.
- Applications must be received by 5pm on the closing date and can be emailed to recruitment@wuchopperen.org.au