

POSITION DESCRIPTION

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| POSITION TITLE: | Administrative Assistant |
| DIVISION: | Corporate Services |
| EMPLOYMENT TYPE: | Full time (80% Corporate Services, 20% Education) Fixed term 12 months |
| WORK LOCATION: | Carlton |
| RESPONSIBLE TO: | Senior Projects Officer and Education and Events Coordinator |
| OTHER BENEFITS: | Salary Packaging |
| DATE LAST REVIEW: | October 2018 |
| APPROVED BY: | Executive General Manager Finance and Corporate Services and Director of Education |

1. THE AUSTRALIAN COLLEGE OF OPTOMETRY

The Australian College of Optometry (ACO) is a not for profit organisation that strives to preserve sight and prevent blindness. The ACO leads clinical best practice and educates the profession; delivers public health eye care for those most in need; teaches optometry students; supervises research and higher degrees; and undertakes research in the National Vision Research Institute of Australia to improve understanding of vision and the diseases and disorders that impact on vision.

2. POSITION SUMMARY

The Administrative Assistant will be responsible for a range of activities that are central to implementation of the Corporate Services Division's strategic plan in providing high quality and effective services to the ACO's operating divisions. The incumbent will be responsible for the effective coordination and administration of the ACO Library, Education administration and National Vision Research Institute orders.

The position requires the ability to work across and support the needs of the different areas of the organisation. This includes responsibility for general day-to-day administrative activities and coordination of agreed projects as required.

3. KEY RESPONSIBILITIES

The Administrative Assistant/Accounts Clerk will be responsible for assisting in a range of activities including:

Corporate Services

Assist the Senior Projects Officer and Executive Assistant in the following:

- Updating and maintenance of the contract register
- Data input for conflict of interest management and adhoc projects
- General administrative duties, including photocopying, purchase orders, scanning, filing and other administrative tasks
- Assistance with organisation and set up for corporate events such as Council meetings and Annual General Meetings, staff functions and other events
- Assistance with monitoring stationery supplies, staff amenities, cleaning supplies and laundry. Including but not limited to, checking and ordering supplies, reconciling deliveries with orders and invoices, arranging collection/delivery of items
- Replenishing paper supplies in mail room printer on a daily basis
- Monitoring the staff room, mail room and meeting rooms to ensure they are maintained in a clean and tidy manner and replenish supplies as needed
- Assist in updating the intranet as required

Education

Assist the Education and Events Coordinator in the following:

- Maintaining library collection and borrowing system
- Maintaining circulation of loans, returns and shelving and provide an efficient inter-library loan service
- Maintaining records and providing reports on library usage
- Providing a document delivery service to ACO members and course applicants
- Promoting library resources and services as a member benefit
- Developing content for communication platforms

- Maintaining and reviewing library budget and process book orders as required
- Maintaining LogMar chart purchases
- Providing administrative support to Education division, including word processing, photocopying, purchase orders, data entry, scanning, filing and other administrative tasks
- Providing administration assistance for website, reviewing and drafting content
- Providing administrative support to honorary archivists as part of the Kett Museum

Other administrative duties and project administration tasks within Corporate Services and Education as required from time to time.

4. SPECIAL REQUIREMENTS

The position may require out of hours work on occasion.

5. JOB COMPLEXITY, SKILLS AND KNOWLEDGE

This position reports to the Senior Projects Officer and Education and Events Coordinator.

The incumbent will work closely with other members of the Corporate Services and Education teams and support the work of the Division in providing high quality services to other divisions.

The position is privy to a wide range of private information with regard to patients and staff; a high level of confidentiality must be maintained at all times.

5.1. Level of Supervision/Independence

Work will be carried out under minimal supervision. Direction is provided on tasks to be undertaken with an opportunity to identify areas for improvement. The incumbent must be able to work without supervision and is expected to take responsibility for outcomes

5.2. Problem Solving and Judgement

The incumbent will be expected to have problem solving skills and sound professional judgment. Some activities involve routine work but may involve some situations where they need to use a good level of judgement to solve problems and prioritise work.

5.3. Professional and Organisational Knowledge

The incumbent must be able to develop a sound working knowledge of relevant policies and procedures.

5.4. Resource Management

Equipment, workstations and daily resources are to be maintained and managed efficiently.

5.5. Breadth of the Position

The position requires a good level of communication with other staff in order to provide a quality service.

6. OCCUPATIONAL HEALTH AND SAFETY AND ENVIRONMENTAL HEALTH AND SAFETY RESPONSIBILITIES

All ACO staff are responsible for the following safe work procedures and instructions in accordance with OHS and EHS legislation:

- Complying with OHS and EHS policies and procedures manuals
- Taking responsible care for the health and safety of self and others

- Ensuring that any hazardous conditions, near misses and injuries are reported immediately to a supervisor
- Seeking guidance for all new or modified work procedures
- Participating in meetings, training and other health and safety activities
- Wearing personal protective equipment as provided
- Using equipment in compliance with relevant guidelines, without wilful interference or misuse
- Adopting work practices that support OHS programs

7. KEY SELECTION CRITERIA

Qualifications

- Completion of year 12 or an equivalent combination of relevant experience and/or education/training.

Knowledge, Experience and Skills

- Competency in MS Office suite (Word, Excel, Outlook and PowerPoint)
- Efficient typing and data entry skills
- Sound organisational and time management skills
- Accuracy and attention to detail
- Self motivated individual who demonstrates initiative with a can-do attitude
- Able to work independently within established procedures and routines, seeks to improve work processes, willing and able to accept change
- Sound communication skills both written and verbal
- Able to work in a team environment, displays a co-operative, supportive attitude towards others at all levels. Willing to help out others and do menial tasks.
- Excellent interpersonal skills, builds and maintains positive working relationships with a broad range of people
- Sets a fast pace and remains calm and effective under pressure
- Reliable and trustworthy - meets commitments and maintains confidentiality

Organisational Relationships

Reports to: Senior Projects Officer and Education and Events Coordinator

Supervises: No direct reports

Internal Liaisons: Executive Assistant to the CEO
Corporate Services staff
Education staff
All ACO staff

External Liaisons: Suppliers
ACO Members
Course candidates
Prospective members and course applicants
Committee members
Students
Education presenters and lecturers
External service providers

OTHER RELEVANT INFORMATION

Employment Screening

The ACO employs staff who come into contact with children, elderly and vulnerable people. We are committed to selecting people to provide a safe environment to our clients.

Employment for all positions is conditional on a satisfactory National Police Check. Police checks must be renewed every three years.

International Police Checks are required from prospective employees who have worked overseas for 12 months or more in the last 10 years.

Working with Children Checks are required for some positions. Working with Children checks must be renewed every five years.

During their employment, employees must inform the Human Resources Manager if they are charged with or convicted of any criminal offence, subject to formal disciplinary action by any other current or former employer or are under investigation for any improper or unprofessional conduct which may reasonably be regarded by the ACO as relevant to their position.

Pre-employment Medical Check

For specific positions where there are particular physical demands a pre-employment medical check with your Medical Practitioner would be required.

Privacy Notification

We collect this personal information for the purpose of processing and considering your application for employment and its use is consistent with requirements of the Information Privacy Act 2000. All unsuccessful applications are retained for six months then securely destroyed.

The Australian College of Optometry is an Equal Opportunity Employer.

With clients from highly diverse cultural and social groups, we welcome applications from people with the widest possible diversity of background, culture and experience including Aboriginal and Torres Strait Islander people.