



Queenslanders with Disability Network Ltd (QDN)

POSITION DESCRIPTION

POSITION TITLE: Administration Officer

CLASSIFICATION: *Social, Community, Home Care and Disability Services Industry Award 2010* – Social and Community Services Employee, Level 2.1

HOURS: 15.2 permanent part time hours per week (2 days per week Wednesday & Thursday 9am to 5pm)

TOTAL

REMUNERATION: \$32.21 per hour , plus 11% Superannuation, with available salary sacrifice option. *Level 2.1 Social, Community, Home Care and Disability Services Industry Award 2010*

LOCATION: Brisbane – local travel as required

ABOUT QUEENSLANDERS WITH DISABILITY NETWORK LTD (QDN)

QDN is a member based representative body of over 2000 people with disability and their supporters. Our vision is that people with disability are active and valued citizens of Queensland. Our mission is to empower people with disability to be fully included as citizens in the social and economic life of the community.

QDN's work is centred around a strong state-wide network of people with disability across Queensland, to inform, connect, lead and influence change to deliver an inclusive Queensland community.

QDN EXISTS TO

- promote and maintain active, vibrant local networks that inform our work and build local capacity;
- enhance the leadership and influencing capability of people with a disability;
- let people know about the lives of people with disability and how to best engage with us;
- influence governments and others to bring about full and equal participation, citizenship and protection of rights for all;
- grow an independently sustainable, effective, accountable and rights-based organisation that reflects our vision, mission, values and principles.

QDN undertakes systemic advocacy and policy work, runs an industry consulting practice (QDeNgage), and delivers funded projects, all aligned with QDN's vision, mission, values and principles.

KEY RELATIONSHIPS AND REPORTING STRUCTURES

The Administration Officer reports directly to the Office Manager, note there will be times where this position is supervised for certain program specific tasks by the relevant project manager.

This position works as part of a team where interdependencies and collaboration with colleagues, QDN members and internal and external stakeholders are critical to the successful delivery of projects, services and activities.

POSITION SCOPE

The appointee is accountable for providing administrative support to the organisation, team and members of QDN. This role is the critical first point of contact for members and stakeholders into QDN and is responsible for defined deliverables across administrative functions and projects.

The appointee will work within the requirements of relevant legislation including the Queensland Human Rights Act, and QDN's Quality System, demonstrate commitment to continuous improvement and contribute to internal and external auditing processes as required under ISO9001.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Fulfil this role in accordance with QDN's policies and procedures, and:

- provide an initial phone contact for calls to QDN's office
- manage, prepare, record and action electronic mail and hard copy mail outs, including the QDN and other specific email in-boxes
- provide set up support for meetings and events and provide hospitality to visitors
- work collaboratively on QDN Projects and Programs as directed by the Office manager including booking catering, support and venues, administrative tasks and member and stakeholder liaison.
- source and administer organisational provisions such as taxi vouchers, swipe cards, gift vouchers etc
- source and administer travel bookings for team and members, as directed
- responsibility for the day-to-day management of the office including petty cash, sourcing and monitoring office supplies and equipment, office cleaning, presentation, maintenance and safety.
- other duties as required by the Office Manager .

KNOWLEDGE, SKILLS AND ATTRIBUTES

- effective communication skills, with experience in dealing with a broad range of stakeholders including people with disability and community and government organisations
- experience in managing sensitive matters with discretion (confidentially and tactfully)
- adaptability and flexibility to manage competing priorities and demands in limited timeframes
- ability to work in complex environments, managing multiple tasks at the one time, to problem solve and initiate responses but seeking input from management where required
- commitment to maintaining high standards of professionalism including confidentiality

- ability to build and maintain appropriate working relationships with colleagues, QDN members and external stakeholders
- high level of computer literacy and skills across Office 365 and SharePoint,

QUALIFICATIONS

Qualifications and/or relevant experience in the areas of office are required.

REMUNERATION AND CONDITIONS

The position is an office-based position in Brisbane.

QDN operates under the *Social, Community, Home Care and Disability Services Industry Award 2010* and the position is paid as a Social and Community Services Employee, Level 2.1, for a 15.2 hour work week (Wednesday & Thursday from 9am to 5pm)

A probation period of six months applies.

PRE-EMPLOYMENT SCREENING

The appointee must have the ability to gain a cleared National Police History Check and possess a current Queensland Driver's Licence.

As a disability services organisation, QDN has a mandatory COVID-19 vaccination policy for staff, paid contractors, and volunteers, in compliance with the Queensland Government's *Workers in a Healthcare Setting (COVID-19 Vaccination Requirements) Direction*. Evidence of vaccination will need to be provided prior to appointment.

The appointee must ensure that they hold and keep current the required registration to perform in the role (e.g. yellow, AHPRA, driver's licence) and advise QDN of any change in circumstances that may impact on the continuation of their registration or licence.

APPLICATION INSTRUCTIONS

To apply for the position of Administration Officer you will need to submit:

1. A cover letter
2. Your current Curriculum Vitae or resume
3. The names and contact details of two referees who have a thorough knowledge of your work performance. These will be contacted only following your expressed permission.

Applications must be submitted by, by email to applications@qdn.org.au with the subject line

For more information

Please refer to our website www.qdn.org.au for an overview of the services QDN provides.

Key Job Requirements

Some screening and/or licences are required to fulfil the role as per the list below:

Positive Exemption Notice (Yellow Card)	Essential
Police Check	Essential
Evidence of up to date* vaccination against COVID-19	Essential
Drivers Licence	Essential

**As per latest definitions by the Australian Technical Advisory Group on Immunization (ATAGI), or who have a medical exemption based on ATAGI guidelines*