



Working with the Victorian Department of Education and Training

**Wimmera Southern Mallee Local Learning and Employment Network Inc
Position Description and Selection Criteria**

Position Title:	Administration Officer
Location:	Horsham, Victoria
Reports to:	Executive Officer
Employment Type:	Fixed Term Contract (until 31 March 2022 – possible extension depending on funding)
Time Fraction:	Full time (negotiable)
Salary Range:	To be negotiated (dependent on skills and experience)
Date Prepared:	November 2020

Objectives of the Position

The Wimmera Southern Mallee Local Learning and Employment Network (WSMLLEN) is a not-for-profit community organisation whose mission is to facilitate partnerships to maximise successful learning and employment pathways for all young people in the Wimmera Southern Mallee region of Victoria (Hindmarsh, Horsham, West Wimmera and Yarriambiack shires).

We are looking for a confident, well organised person with strong communication and information technology skills. This position involves providing a high level of administrative support to the Executive Officer, other staff and the Committee of Management to facilitate the smooth operation of the Wimmera Southern Mallee LLEN. The position will require attendance at some night meetings (from 5 pm – 7 pm five times a year).

Key Accountabilities and Duties

A key requirement of this position is to provide high quality graphic design and administration services for the WSMLLEN. This position requires a high level of computer literacy and competency with the following would be highly regarded:

- Experience in administration of Office 365 user accounts
- Experience in the management and maintenance of an Office 365 SharePoint site
- Proficiency with Adobe Creative Suite, especially InDesign, Illustrator and Photoshop
- Experience in maintaining a WordPress website
- Experience with Mail Chimp
- Advanced skills with Microsoft Office

Duties include, but are not limited to:

- Perform general reception duties and provide advice and information about the WSMLEEN to stakeholders
- Filing and daily office administration procedures including electronic filing
- Assist WSMLEEN staff with administration tasks and production of high-quality documents and reports
- Assist WSMLEEN staff with organisation of special events
- Assist the Finance Officer to maintain the Asset Register
- Production of the WSMLEEN Annual Report
- Prepare and distribute WSMLEEN newsletters
- Coordination of Community Action Network meetings – set meeting dates and agendas, send invitations, organise catering, record and distribute minutes
- Maintenance of the WSMLEEN website and WSM VET website
- Administration of the WSMLEEN Office 365 user accounts
- Administration of the WSMLEEN Office 365 SharePoint site
- Organise Committee of Management meetings, distribute agendas and supporting documentation, organise catering, record and distribute minutes of meetings
- Review and update organisational policies and procedures
- Maintain the WSMLEEN Members' Register
- Organise the WSMLEEN Annual General Meeting in accordance with the WSMLEEN Rules of Association
- Provide supervision for Work Experience or Structured Workplace Learning students
- Other duties as determined by the Executive Officer

Key Selection Criteria

The successful applicant must be able to demonstrate:

1. Highly developed interpersonal and communication skills
2. Ability to work in a team environment
3. Ability to plan, schedule and prioritise work
4. Knowledge of the education sector within the Wimmera Southern Mallee LLEN geographical region
5. Highly developed competency in report writing
6. A qualification in graphic design or knowledge and experience in production of documents for various forms of print and electronic media
7. Previous experience or qualification in office administration
8. Highly developed computer skills in Adobe Creative Suite and Microsoft Office
9. Experience in administration of Microsoft Office 365 user accounts and SharePoint site
10. Experience in maintenance of a website.

A relevant tertiary qualification or industry experience will be highly regarded.

Other relevant information

- A current driver's licence is essential
- A Police Check and Working with Children Check will be required
- The position will be based in Horsham
- Wimmera Southern Mallee LLEN is an Equal Opportunity Employer
- Wimmera Southern Mallee LLEN offices and vehicles are smoke free environments
- The employee will work an average of 38 hours per week, Monday to Friday, usually between the hours of 8.30 am and 5.00 pm (or pro rata for a part-time position)
- Hours of work will be flexible to meet specific circumstances and to best perform the required duties and which may, on occasions, include evenings
- Probationary period – 3 months

APPLICATION DETAILS

The Committee reserves the right to make no appointment

To apply for this position please address the selection criteria, provide a covering letter, a copy of your resume and contact details of three referees. Applications in hard copy or electronic form should be sent to:

Tim Shaw
Executive Officer
Confidential - Administration Officer Position
Wimmera Southern Mallee LLEN
PO Box 841
Horsham 3402

Email: eo@llen.com.au

All enquiries to Tim Shaw
Phone 03 5381 0122 Mob: 0427 810 122

Closing Date for Applications – 5pm, Monday 14 December 2020