



## POSITION DESCRIPTION

Position title:	Administration Assistant
Hours	Position is available Full time 70 hours per fortnight. Part time positions 0.6-0.8 may be negotiated but successful candidate must be available to work on Fridays. It is expected that most work will usually be undertaken between the hours of 9-5 Monday to Friday. Some out of business hours work may be required from time to time.
Team/ Program area	Safety Net Australia Project
Award/Agreement/ Classification	The position is guided by the Social, Community, Home Care and Disability Services Industry Award [MA000100]. Remuneration is linked to Level 3, Pay Point 1.
Reporting to	National Director, Safety Net Australia
Tenure	Fixed term contract to June 2018.
Location	Position is based in Bendigo, Victoria.

## Our Organisation

WESNET is a national women's peak advocacy body that facilitates and promotes policy, legislative and programmatic responses relevant to women and children who have experienced domestic or family violence.

WESNET works to minimise the harm to women and their children from domestic and family violence by advancing responses that:

- Ensure the safety of women and children;
- Empower them to live free of violence; and
- Improve the social, political and economic status of women.

## Site/Program Profile

The Safety Net Australia project was established in 2011 by WESNET. Objectives of the project include working with communities and agencies to address how ongoing and emerging technology issues impact the safety, privacy and accessibility rights of victims of domestic and family violence, sexual violence and stalking; and to train agencies who work with women experiencing all forms of violence in ways to use technology strategically to help find safety, access support and services and gather evidence against their abusers.

The Program has recently been awarded Commonwealth Government funding under the \$100m Women's Safety Package to deliver the Safe Technology for Women project and is also working in partnership with Telstra to expand the *Safe Connections* program, which provides new smartphones to women experiencing violence, particularly those who are experiencing technology facilitated abuse. As part of these initiatives WESNET will provide training to frontline agencies about the safe distribution of the smartphones, common ways that smartphones are misused and ways to collect evidence.

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## Position Summary

The primary role of the Administrative Assistant is to provide administration and support in achieving the aims and objectives of the SafetyNet Australia program.

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## Position Responsibilities

- Assist with distribution of smartphones to agencies and associated data collection, including processing orders, preparing packages for mailing and maintaining accurate records.
- Telephone reception, including answering and appropriately referring incoming calls on the 1800 WESNET support line that provides technical advice and support to agencies working with women experiencing technology-facilitated abuse and, on occasion, women themselves.
- Work as part of a team to liaise with distributing agencies that are participating in the *Safe Connections* program in relation to their stock supplies and reporting obligations under the program.
- Provide administrative support requiring a high degree of judgment, initiative and confidentiality, including data entry of confidential information and identification of problems in systems.
- Assist with records management relating to the booking of training and distribution of smartphones.
- Assist with event planning, bookings and travel arrangements for the program.
- Help sustain the SafetyNet Australia project and participate in other related activities and events as needed.

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## Position Requirements (qualifications, skills, knowledge and attributes)

Requirements: A successful applicant MUST have:

- High level organisational skills.
- Well-developed interpersonal skills, including a demonstrated ability to work cooperatively and effectively with a team, other staff, other organisations, and other professionals.
- Demonstrated ability to handle multiple tasks, manage time, complete tasks within established time frames and produce high quality work.
- Excellent computer skills, including familiarity with Google Apps, WordPress and MS Office, particularly Excel, and Word.
- Commitment to the agency vision and values and an understanding of a feminist philosophy.

Other useful skills to have can include any of the following:

- Bilingual skills (e.g., reading, writing, speaking, signing).

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## Key Selection Criteria

Essential

1. Demonstrated ability to work in a team focused on meeting key deliverables and key performance outcomes.
2. Appropriate skills, qualifications and/or experience for the job, specifically experience in an administration position in a small team.
3. Good IT skills
4. Good administrative skills and ability to follow established procedures
5. Is solution focused and demonstrates innovation, creativity and problem solving skills
6. Ability to prepare written material to a high standard
7. Ability to work under pressure to tight deadlines and manage competing priorities
8. Professional, interpersonal and communication skills

Desirable

1. A commitment to enhancing the status of women and children in society and to be able to work and liaise respectfully and effectively with women in crisis in a positive and empowering manner;
2. An understanding of the nature of domestic and family violence, and its impact on women and children, including prevention, early intervention and crisis response

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### **Additional Information**

- WESNET is an equal opportunity employer.
- Aboriginal and Torres Strait Islander people and those who speak languages other than English are encouraged to apply
- In regard to Health and Safety (H&S), all employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by proactively managing incidents and injuries as well as co-operating with any measures introduced in the workplace to improve H&S.
- Employment is subject to a satisfactory current (within past three years) National Police Check and General Working With Vulnerable People (WWVP) Check at the start of tenure and renewed every 3 years or as requested. The employee is also responsible for notifying the National Director if any criminal activity occurs in between WWVP checks that may be likely to come up on a future check.

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### **Relationship to performance development and review**

This position description operates in conjunction with and forms part of the annual review and professional development process. An initial review will take place at the end of induction and probationary period, which is six months following commencement of employment and then on the anniversary of commencement.

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### **WESNET conditions and benefits**

WESNET aims to provide a family friendly workplace offering flexible working arrangements. Benefits include:

- long service leave due after ten years, with access after seven
- flexible working hours as agreed to assist in work/life balance
- study leave, professional development and training, and a commitment to staff safety.
- No overtime will normally be paid (unless specifically agreed in writing).

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### **Application Procedure**

Applicants should provide:

- A brief covering letter including a 2-3-page document that addresses the key selection criteria specifically
- A CV including details of two referees

Applications should be emailed to [jobs@wesnet.org.au](mailto:jobs@wesnet.org.au) by 9am on 6 March 2017 or through the [www.seek.com.au](http://www.seek.com.au) website.

For further information, please contact Karen Bentley, National Director Safety Net Australia, WESNET at the above email address.

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### **Interviews**

Interviews may take place on 8 or 9 March 2017. Please keep these dates free.