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| **JOB TITLE:** | Administration Officer | **STATUS:** | * Locum
* Part-time
* 28 hrs per week
 |
| **REPORTS TO:** | Executive Officer | **UNIT:** | Executive |
| **SCHADS** **CLASSIFICATION:** | SCHADS Grade 5 |
| **SALARY:** | $ 60, 370 – $63,044p.a pro rata |
| **POSITIONS REPORTING TO ADMINISTRATION OFFICER**  | Administration Assistant |

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| **ORGANISATIONAL CONTEXT**:The Tenants’ Union of NSW Co-op Ltd (TU) is a Community Legal Centre specialising in housing law matters. The organisation supports the work of tenancy services with advice, training and resources; acts for individual tenants in public interest litigation; and promotes the interests of tenants with government and non-government organisations and in the media. It is a Registered Training Organisation The TU’s strategic plan 2016-2019 adopted new directions aimed at ensuring:* we effectively communicate and strategically deploy our organisational identities
* build a constituency for change in tenant laws and practices
* create a strong viable and sustainable organisation.

This position provides key administration support for the organisation and works closely with the Executive Officer. |

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| **KEY PURPOSE:**The position is assists in the smooth operation of the office environment and provides administrative support to staff. It has a key role in facilitating the administrative work associated with the 2 statewide Tenancy Advice and Advocacy Services Network meetings held annually. |
| **KEY ACCOUNTABILITIES:** * Ensure the smooth operation of the office environment
* Provide administrative support to staff
* Manage membership administration.
* Assisting the Learning and Development Officer with training workshop and Certificate IV administration
* Delegate tasks as appropriate to the Administration Assistant
* Contribute to other initiatives of the organisation, within the scope of the classification of the role.
* Participate in and contribute to staff meetings
* Take reasonable care of the health and safety of self and others, co-operate with the Board of Directors in its efforts to comply with WH&S requirements
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| **SELECTION CRITERIA:**Essential* Advanced word processing skills including the capacity to use stylesheets, tables, footnotes, cross-references and mail merges
* Demonstrated capacity to develop and implement administrative systems
* Ability to take initiative and solve problems
* Demonstrated organisational skills and the ability to work under pressure and to meet deadlines
* Good interpersonal and writing skills

Desirable* Familiarity with Mac computer environment
* A commitment to human rights and social justice
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Applications close 5pm August 8 2018. Send applications to recruitment@tenantsunion.org.au

For further information contact Julie Foreman on 8117 3701