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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 – $63,044  p.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 |

Applications close 5pm August 8 2018. Send applications to [recruitment@tenantsunion.org.au](mailto:recruitment@tenantsunion.org.au)

For further information contact Julie Foreman on 8117 3701