

Polio Australia

Representing polio survivors throughout Australia

National Patron: Dr John Tierney PhD OAM, Federal Senator for NSW 1991 – 2005

POSITION DESCRIPTION

Administrative Officer

POSITION TITLE:	Administrative Officer [New Position]
REPORTS TO:	Polio Australia Inc Board through the National Program Manager
HOURS:	Full Time - Commencing salary \$47,000 pa with annual performance-based increments plus 9.5% super
TENURE:	3 Year Funded Position
LOCATION:	Polio Australia's Head Office Kew Junction Tower, 89 High Street South, Kew, Victoria

1 About Polio Australia

Polio Australia is a small but active not-for-profit organisation, and the national peak body representing polio survivors throughout Australia. Its Board comprises two representatives from each of the six Australian State Polio Networks, plus two independent directors.

Polio Australia is committed to standardising quality polio information and service provision across Australia to ensure that all polio survivors have access to appropriate health care and the support required to maintain independence and make informed life choices.

2 About The Position

Polio Australia recently received funding for two new Program areas: Fundraising and Clinical Education. We now require an experienced Administrative Officer to represent Polio Australia in a professional manner, whilst supporting the National Program Manager and two new Program staff to meet strategic objectives and achieve outcomes.

This role would suit someone who is adaptable, enjoys variety, and has the ability to work with minimal supervision. The right person will also be a passionate advocate for people ageing with a physical disability.

Desirable personal qualities include an easy-going and intuitive nature, the ability to demonstrate a high level of initiative, and a 'can do' positive attitude with a strong work ethic.

Dr John Tierney OAM, President ▼ ABN 53620 396 311 ▼ ABRN 142 977 053
Suite 605A, Kew Junction Tower, 89 High Street South, Kew Vic 3101
PO Box 500, Kew East Vic 3102

Phone: +61 3 9016 7678 ▼ Mobile: 0466 718 222 ▼ office@polioaustralia.org.au
www.polioaustralia.org.au ▼ www.poliohealth.org.au
www.australianpolioregister.org.au ▼ www.postpolioconference.org.au

3 Key Responsibilities and Duties

- Assist with the scheduling, promotion, and associated administration for 60 half-day *LEoP Clinical Practice Workshops* and other complementary training activities for the health care sector across each state/territory;
- Liaise with professional peak health organisations, Primary Health Networks and Community Health service providers to help promote and schedule clinical practice workshops;
- Assist with the production and ongoing maintenance of related administrative and promotional material across the Program areas;
- Liaise with state-based Polio Networks and their members to seek their support and/or involvement in Polio Australia activities;
- Assist with events and activities planning such as the annual *Walk With Me* fundraiser, and Polio Health and Wellness Retreats;
- Contribute to the ongoing maintenance of Polio Australia's Health Professional website containing educational resources and a 'Post-Polio Health Professional Register';
- Help identify opportunities to raise awareness of the Late Effects of Polio and Post-Polio Syndrome within the health sector and the community;
- Take Minutes and prepare papers and reports for Polio Australia Board meetings and AGM's; and
- Other duties as agreed with the National Program Manager.

4 Skills/Experience/Qualifications

Mandatory

- Minimum of 3 years' experience in providing administrative support to a multi-disciplinary team;
- High level computer proficiency including MS Office Word, Excel Spreadsheets, data-base applications, PowerPoint, Outlook, Publisher (or similar), and website maintenance;
- Professional-standard written and verbal communication and interpersonal skills with problem-solving ability;
- Ability to organise and prioritise workloads to meet deadlines in a time-sensitive environment;
- Prior experience in coordinating professional training schedules and/or fundraising/awareness raising events;
- Self-starter, with a high degree of initiative and the ability to work well both independently and as part of a small team;
- Ability to think and operate 'creatively' with limited resources;
- A pleasant and professional telephone manner.

Highly Regarded

- Previous experience in the health, disability or aged care sectors;
- Relevant qualifications;
- Knowledge of the issues experienced by polio survivors;
- Current Australian Drivers Licence.

5 Position Review

Participate in and contribute to performance appraisals after three months (probation period) and nine months, and annually thereafter.

6 Conditions of Employment

Conditions as per the National Employment Standards, and the Maximum-Term Employment Contract with Polio Australia Inc.